

# Travel Budget for SMF Events 2025

Your Name: \_\_\_\_\_

Event Attending: \_\_\_\_\_ Event Dates: \_\_\_\_\_

## Hotel Estimate

Hotel Name: \_\_\_\_\_

Check in Date: \_\_\_\_\_ Check out Date: \_\_\_\_\_ # of Nights: \_\_\_\_\_

Amount per Night (rate may vary by day of week): \_\_\_\_\_

Total Cost (fees included) for Hotel Stay:

## Vehicle Plans/Estimate

Circle One: I will rent a car. OR I will drive my personal vehicle.

Rental Car pick up / drop off location: \_\_\_\_\_

Size of Rental Car: \_\_\_\_\_

Estimated Cost for Rental Car Period:

Rental Car Insurance Reminder: As a 1099 contractor, you are NOT covered under SMF's commercial auto insurance policy. Make sure your personal car insurance covers rental cars. If not, plan to purchase the extra rental car insurance. You can include that in the cost above. If you don't purchase the extra insurance, you could be personally liable for any damage that occurs to the rental car.

## Gas/Parking Receipts Reminder:

Whatever vehicle you drive, save all gas receipts and parking receipts. You can submit those to SMF for reimbursement after the event. Tip: Snap a picture of each receipt for easy uploading later.

## Flight Estimate (Southwest Airlines is highly recommended for the two free checked bags.)

Airline: \_\_\_\_\_ Airport: \_\_\_\_\_

Roundtrip Flight Cost:

**Total Requested from SMF (add all boxed numbers):** \_\_\_\_\_

Comments/Additional Info? \_\_\_\_\_

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Office Use Only Approved/Modified? \_\_\_\_\_ Amt Sent \_\_\_\_\_ Date Sent \_\_\_\_\_ Method \_\_\_\_\_

Notes: