

Herbert Hoover Travel Grant Program Budget Information

It is strongly recommended that applicants visit www.hoover.archives.gov to research the finding aids. This will highlight the amount of information available on a topic.

Consult with the Hoover Library archivists before submitting a budget (319-643-5301 or hoover.library@nara.gov). They can help you determine the length of your stay.

Per diem: \$120 per day includes lodging, food and rental car expenses.

Rental cars: The Association does not pay for rental cars. Note above that rental car expense is to be taken from the per diem.

Lodging: The Presidential Inn in West Branch is located about three-quarters of a mile from the Hoover Library. The location requires walking on an overpass over Interstate 80. There is no sidewalk on the overpass. At this time, we are not assured of a consistent quality at the motel. The TraveLodge in Iowa City, at Exit 246, eight miles west of the West Branch exit 254, offers a \$55 per night rate for Hoover researchers (subject to change). Other motels are located at exits 242 and 240. Past researchers have recommended Iowa City bed and breakfast establishments. For more information, visit www.iowacitycoralville.org.

Airports: Eastern Iowa Airport, Cedar Rapids, Iowa (CID), 30 minutes from West Branch
Quad City Airport, Moline, Illinois (MLI), one hour away
Des Moines International Airport, Des Moines, Iowa (DSM), two hours away

Shuttle Service: Shuttle service is only available between CID and Iowa City/West Branch. Allow \$100 for a round trip, not including gratuities. (Prices are subject to change without notice.) For specific information, contact Airport Shuttle at 800-725-8460 or send an e-mail to crshuttle@yahoo.com.

Airfare: **The Hoover Library Association does not pay for international airfare.** International applicants should research airfare costs to CID, MLI, or DSM from their arrival point in the United States. (As stated above, DSM is two hours away.)

Mileage: For driving to West Branch, use .45 cents per mile in submitting a budget.

Copies at the Hoover Library:

Self-service copies: .20 per page

Self-service copies off the microfilm reader: .50 per page

Staff-made copies: .75 per page

Note: Digital cameras are permitted in the archives. The Hoover Association does not pay for equipment such as cameras, tripods or memory cards.

International Applicants: You must explore the tax implications of conducting research in the United States. All international travel grant recipients are required to fill out an Internal Revenue Service form W-8BEN declaring whether or not they must pay U.S. taxes.