

# Herbert Hoover Travel Grant Program

## Budget Information

It is strongly recommended that applicants visit [www.hoover.archives.gov](http://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](mailto:hoover.library@nara.gov)). They can help you determine the length of your stay.

**Per Diem:** \$150 per day includes lodging, food and rental car expenses.

**Rental Cars:** There is not a budget line for rental cars. Note above that rental car expense is to be taken from the per diem.

**Lodging:** Hotel information is available on the website. There are several area hotels to choose from located in Coralville or Iowa City. The closest lodging is the Presidential Inn in West Branch located about three-quarters of a mile from the Hoover Library. The location requires walking on a walkway over Interstate 80. We are not assured of a consistent quality at the motel; however a recent travel grant recipient said it was certainly adequate. Past researchers have recommended Iowa City bed and breakfast establishments. For more information, visit [www.iowacitycoralville.org](http://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 Cedar Rapids (CID) and Iowa City/West Branch. Allow \$106.00 for a round trip to West Branch and \$70.00 for a Round-trip to Iowa City, not including gratuities. (Prices are subject to change without notice.) For specific information and to make reservations, contact Airport Shuttle at 800-725-8460 or send an e-mail to [crshuttle@yahoo.com](mailto:crshuttle@yahoo.com) 3-4 days in advance of trip.

**Airfare:** **The Hoover Presidential Foundation 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:** If driving to West Branch, base mileage on current Federal Standard Mileage rate when submitting a budget. Click here for the current rate <https://www.irs.gov/uac/2017-standard-mileage-rates-for-business-and-medical-and-moving-announced>

### Copies at the Hoover Library:

Self-service copies: .25 per page

Staff-made copies: .80 per page

**Note: Digital cameras are permitted in the archives.** The Hoover Foundation 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.

Updated: December 2016