**Budget Instructions**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please include complete estimates for all anticipated housing, transportation, food, and supply costs. The expense allowance cap for domestic fellowships is $3,400 and for international fellowships is $4,100. Even if your anticipated expenses exceed the cap, you will still need to document the full amount in your budget. This helps the committee see the full cost of the opportunity and helps the student see what expenses they should plan to cover themselves. Often you may need to explore several options at different price points, compare, and budget for the average of those estimates.

**Housing Expenses**

Please itemize expenses related to your housing. For example, rent, utilities, internet, etc. (Try Googling “average monthly rent in \_\_\_” or “short term housing in \_\_”. Options may include nearby college housing, AirBnb, hotels, furnished apartments) If you are going to be a guest in someone’s house, what might be fair to offer them as compensation for your stay? Include a description/formula for how you got to this figure and consider rounding up.

**List each option & cost:** *Ex) Airbnb $35/night x 56 nights = $1960*

**Total Housing Cost:** *Ex) $2000*

**Transportation Expenses**

Please itemize expenses related to your transportation costs. You can include airline tickets, checked luggage costs, train or bus passes, parking fees, etc. If you use your personal vehicle, mileage reimbursement is based upon either an estimate of actual gasoline expense for the specific personal vehicle driven or at a rate of $.535/mile, whichever is lower. Be sure your explanation is clear what the item is and what formula you used to arrive at the total.

**List each option & cost:** *Ex) Roundtrip flight from Cedar Rapids to Baltimore: $550*

*Ex) 30 day Metro card $75 x 2 months = $150*

**Total Transportation Cost:** *Ex) $700*

**Food Expenses**

Please itemize your anticipated food expenses. For example, give yourself a total dollar amount each day or week for food and then multiply that by how long you will be there. Generally, $75-100/week is reasonable for groceries and a couple of meals out for one person. Consider if you’ll have access to a kitchen, whether food is more expensive where you’re going, etc.

*Ex) $75/week x 8 weeks= $600*

*Ex) Misc meals out = $75*

**Total Food Cost:** *Ex) $675*

**Training Supplies/Misc**

Prior to the start of the fellowship, you may need to learn some new materials or prepare for new information that you will be responsible for knowing on site. Your supply budget can be used to purchase supplies that can help you with this task but not all interns will have supply costs.

**List each item and cost:** *Ex) $25 lab coat + $45 fishing license*

**Total Training Supplies Cost:** *Ex) $70*

**Total Estimated Costs from above:** *Ex) $3,445*

**Total Amount Requested:**  *Ex) $3400 or $4100*

*\*This form should be used as a first draft to ensure you’re including all necessary elements. Final drafts should include these details more succinctly in a MS Word or Excel document without category descriptions and examples.*