

Instructions for Use of Budget Template

Description of Categories

Student Expenses

- **Travel (Including Airfare):** Expenses for airfare, car rentals, fuel and maintenance, public transportation and/or any other travel-related costs for the student team only. Include costs for both travel **to** the project focus region and **within** the project focus region.
- **Lodging:** Lodging costs for the student team only, such as hotels, apartments, homestays, and utility costs. This does **not** include lodging costs for guests, beneficiaries, or any other participants not on the student team.
- **Communications:** Personal communication costs for students only. For example: cell phones and minutes, calling cards, internet service.
- **Food:** Food expenses for the student team only, including food purchased while traveling and while working in the project focus region. Enter expenses on a biweekly basis.
- **Miscellaneous:** Any additional personal costs that do not fall into the previous student expense categories. For example: vaccinations, visas and country entrance fees, etc. Enter expenses on a weekly basis.

Non-Student Expenses

- **Non-Student Travel and Lodging:** Travel and lodging expenses for project staff, volunteers, beneficiaries, and anyone else involved in the project who is **not** a member of the student team.
- **Direct Equipment and Supplies:** Equipment and supplies necessary for the direct implementation of the project and fulfillment of the project's mission. For example: construction materials, books, computers, agricultural materials, start-up costs. Enter expenses on a weekly basis.
- **Marketing and Event Support:** Materials used to support the project but not for the direct fulfillment of the project's mission. For example: marketing materials, infrastructure rental, media documentation materials, event support materials (i.e. refreshments). Enter expenses on a weekly basis.
- **Staffing Costs:** Any stipends or payments to guests, professional mentors, contractors, community participants.
- **Miscellaneous:** Any additional project expenses that do not fall into the previous categories. For example: donations for project sustainability, incorporation fees, funding for continued research, etc. Enter expenses on a weekly basis.