USRF 2016: Budget Worksheet

**Directions to Faculty Mentor:** Help your student complete this form and turn it in during the Orientation Session. Please print neatly or fill out form on computer.

**Student’s Full Name** - **including middle initial**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Permanent Mailing Address** (include zip code)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Mailing Address** (include zip code) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student's cellphone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty cellphone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budget:** Estimate amount requested for each of the following categories. Receipts must be turned in by August 17, 2016; any unused portion of the requested budget must be repaid to the Office of Undergraduate Research. For travel, an estimate of airfare is sufficient. For supplies, just list major categories and provide an estimate.

# **TRAVEL**

Departure City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination City/Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Airfare \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (based on current fares available for route)

Personal Car \_\_\_\_\_\_\_\_\_\_\_\_ total $ amount (for an estimate, use $0.50 per mile)

Per Diem \_\_\_\_\_\_\_\_\_\_\_\_\_ total $ amount (for an estimate, use $50/day)

# **SUPPLIES/MATERIALS**

List items and estimated cost

## Total Request \_\_\_\_\_\_\_\_\_\_\_\_\_ (Maximum Budget Request: $500)

Note: Any unused portion of the student’s supply budget request can be used to support student travel to a conference during the 2016-2017 academic year (this amount can be added to a Travel Award if the student is first author on the presentation or juried work of art, etc.)