

## Honors Summer Enrichment Program Proposed Budget

Complete the budget using the fillable PDF form below. The total cost of the project must be clearly indicated, and all expenses must be justified. The total budget request may not exceed \$4000.

**The table below must be completed to ensure review of your project. Any items that are left incomplete will render the application ineligible for review.**

Tips on preparing your budget:

1. Calculate costs as best as possible to the nearest dollar amount.
2. If your study abroad costs are lumped together in a program fee, do your best to estimate individual costs included within.
3. Include all costs associated with your project, even those which cannot be covered by the summer enrichment award. We need to know how much, overall, your summer experience is going to cost relative to the amount you are requesting.
4. Upon completion of your project, you will be asked to provide supporting documentation (i.e. receipts) for all your covered expenses. If you are unable to provide documentation, you may be required to reimburse the Honors College for undocumented expenditures.

	Amount
A. Travel Expenses	
B. Housing	
C. Food	
D. Other Expenses	
E. Total Cost for Eligible Expenses	
F. Ineligible Expenses (e.g. tuition)	
G. Total Expenses (Add values E + F)	

## Justification of Expenses:

All expected costs should be itemized, which means including a description of each potential cost as well as justification for why the funds are necessary to your proposed project. You are making a case for why we should support your experience, so be specific and detailed. Please provide source of estimated expenses, if appropriate (e.g. Kayak, Airbnb, CofC Program website). Please complete your answer in the space provided.

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### **A. Travel Costs: Include any local transportation (Uber, taxi), as well as air and bus fare.**

#### **EXAMPLE:**

Travel Costs \$1129

- Uber from 1770 Coming Street to Charleston International Airport: \$21.22 (estimate, per Uber.com fare estimator)
- Airfare, CHS to Tallinn, Estonia: \$1095 roundtrip (depart 6/4/20 and return 6/31/20; receipt of purchased ticket is attached)
- Bus fare from Tallinn Airport to student housing on Tallinn Tech campus: \$12.00 (round trip; estimate, based on City of Tallinn website)

Justification: Costs to travel from Charleston to Tallin, Estonia; air travel is the only feasible method of transportation for this journey.

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## **B. Housing Costs:**

### **EXAMPLE:**

Housing: \$555

- Student housing available for three weeks at a rate of \$185 per week (coordinated through Tallin Tech)

Justification: Living on-campus during my study abroad program is the safest, cheapest, and most efficient accommodation for my trip.

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## **C. Food Costs: Estimate your daily expenses then multiply by the duration of your project.**

### **EXAMPLE:**

Food: \$235

- Estimated 5 meals a week at restaurants: \$130.5 (average meal at an inexpensive restaurant in Tallin is 8€, or \$8.7, times 15 meals)
- Estimated 48 remaining meals cooking at home: \$105 (I currently spend on average \$55/week on groceries, and the cost of living in Tallin is approximately 36% lower than in Charleston)

Justification: I plan to eat the majority of my meals in my dorm room to save money; however, I estimate that I will eat lunch or dinner out at a restaurant approximately five times a week, in order to experience the local cuisine and culture.

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**D. Other Eligible Expenses:****EXAMPLE:**

Travel Abroad Insurance: \$735

- \$35/day for 21 days

Justification: Travel abroad insurance is required by the Center for International Education to participate in the program.

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**E. Other Ineligible Expenses:****EXAMPLE:**

Tuition: \$4,032

Out-of-state summer rate: in-state+30% and is calculated per-credit

\$517 per credit hour +30%

6 credits x \$517 = \$3,102 x 1.3 (extra 30%) = \$4,032.6