Internship Budget Worksheet

Location of Trip (Country & City):

Host:

Projected Dates of the Trip - Departure from U.S: Return to U.S.:

Expenses	Amount per person, in dollars	Total
1. **Airfare** 2. **Luggage Fees** (see airlines website)	$ **Approx. Total/Person** 1st Bag $ /2nd $	$ Approx. **Total**
3. **Transportation to and from the airport.** *(Include meals during transit to/from country)*	**$ /Person (Van, Offering, etc.)** **$ /Person (Transit Meals)**	$ **Total**
4. **Lodging and Food Costs**	**$ Electricity and internet expenses** **$ Food Cost Total**	$ **Total**
5. **Insurance**	**$4.50 Total/Day** **x 84 days**	$378.00 **Total**
6. **Visa Fees (Not Passports)**	**$ Total/Person**	$ **Total**
7. **Transportation** (Within country)	**$ Total/person** **$ Special travel (train)**	$ **Total**
8. **Emergency Fund**	**$150.00 (per month) Total**	$ 450.00 **Total**
9. **Honorarium**	**$250 Total/Person**	$250.00 **Total**

Estimated $ Grand Total	