

SUMMER 2013

Instructions for Use of Budget Template

Student Leaders

This template was designed to improve both accuracy and convenience of student budget reporting for Projects for Peace. It is designed to be updated daily or weekly, depending on the student's spending frequency.

By keeping up-to-date with budget entries, the student will be able to track his or her spending habits and adjust as necessary. Regular entries will also save the student time when they prepare their final project reports.

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, and 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.