

## **Sample Budget**

All expenses must be documented with receipts. You will be required to turn-in a finance report w/receipts at the end of your internship. Any unused funds will be returned to the college.

### **Revenue**

Savings from work-study job	\$500.00	
Travel stipend from employer	\$160.00	
<b>Total Revenue</b>		<b>\$660.00</b>

### **Expenses**

Flight r/t Los Angeles to New York City on Jet Blue	\$350.00	
Three months sublet in NYC @ \$500/month	\$1500.00	
Food expenses (groceries/eating out)	\$300.00	
Local Transportation (bus/metro pass/gas)	\$160.00	
<b>Total Expenses</b>		<b>\$2310.00</b>

Total Expenses – Total Revenue	<\$1660.00>
<b>Total Requested Amount</b>	<b>\$1660.00</b>

**Note:** Whenever possible please use the least priced airfare from major airport to major airport.

For a better idea of what you would spend during your internship break it down into weeks. For example, you budget \$50/week on food. If your internship is for 10 weeks, your total cost of food is \$500. Use the same formula for housing (including utilities) and transportation.

\* All figures used in this sample budget are hypothetical. Prices of rent, food, and transportation will vary based on the location of your internship.