



**PITZER INTERNSHIP FUND (PIF)  
- SAMPLE BUDGET -**

Use this sample as a guide to create a projected budget for the Pitzer Internship Fund (PIF) application.  
PIF Application Deadline: **Tuesday, March 26, 2019 @ 11:59 p.m.**

**Projected Income**

Personal savings	\$500.00
Travel stipend from employer	\$160.00
<b>Total Revenue</b>	<b>\$660.00</b>

**Projected 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)	\$960.00
Local Transportation (bus/metro pass/gas)	\$160.00
<b>Total Expenses</b>	<b>\$2970.00</b>

Total Expenses – Total Revenue <\$2310.00>

**Amount Needed** **\$2310.00**

(Include the projected budget amount on the PIF Application)

Note: This may or may not be

**Suggestions & Notes**

- Whenever possible please use the least priced airfare from major airport to major airport.
- When trying to determine costs of an internship, it might be helpful to break the costs down into weeks. For example, if the budget for food is \$50/week, the internship is for 10 weeks, the total cost of food is \$500. Use the same formula for housing (including utilities) and transportation.
- According to the U.S. Department of Agriculture (USDA), the average cost of food for those aged 19-50 years on the “Liberal Plan” is \$80/week. Please use this amount as a guide for calculating food expenses.
- All figures used above in this sample budget are hypothetical. Prices of rent, food, and transportation will vary based on the location of the opportunity.