

# Junior Project Funding Request

## Budget Calculation Form

Student Name :

Student ID Number:

Explanation of budget: how did you arrive at both the expense and income figures in your budget? If your expenses are beyond the allotted amounts, provide your rationale. (350 word max.)

Please provide the estimated amount you will spend. Expenses that are **NOT eligible** include but are not limited to: Parking fines, Alcohol, Room service, Hotel amenities or damage to hotel room, Personal expenses (including but not limited to clothing, luggage, toiletries, newspapers, magazines, movies, or other entertainment), Wi-Fi expenses, Vehicle rental.

For those **traveling from within 100 miles to destination**\*- please complete **Section I**.

\*Please note that we will NOT reimburse lodging expenses for those travelling within 100 miles of your destination

For those **traveling from >100 miles to destination** – please complete **Section II**.

**If you are not traveling but are instead proposing a different use of your Junior Project funds, please provide an itemized budget in an excel or word document and email it to [milsteinprogram@cornell.edu](mailto:milsteinprogram@cornell.edu).**

We have allocated a fixed amount for some expenses. If you believe your expenses will be greater, please provide rationale in the Explanation & Details column.

SECTION I: For those traveling from within 100 miles to destination		
<i>Expense Item</i>	<i>Explanation &amp; Details</i>	<i>Total Costs for Budget Period</i>
<b>1. TRANSPORTATION</b>		
a. Round-trip transportation ticket (e.g. subway, bus, etc.)		\$ .00
b. Mileage (if driving)		\$ .00
c. Parking & Tolls (if driving)		\$ .00
d. Transportation around city—if necessary (e.g. taxi, subway, bus, train) Max \$15/day		\$ .00
<i>Total Transportation</i>		\$ .00
<b>2. PER DIEM</b>		
a. <a href="#">Per Diem</a> provides funding for food/other daily spending—max 1 day	<a href="#">Check food per diem rates</a> for your destination.	\$ .00
<i>Total Per Diem</i>		\$ .00
<b>3. OTHER</b>		\$ .00
a. Include any other eligible expenses		
<b>Total Expenses</b>		\$ .00

SECTION II: For those traveling from more than 100 miles to destination		
<i>Expense Item</i>	<i>Explanation &amp; Details</i>	<i>Total Costs for Budget Period</i>

<b>1. TRANSPORTATION</b>		
a. Plane/Bus/Train Ticket		\$ 0
b. Transportation to and from airport <i>Consider both to/from departing airport as well as to/from destination airport to hotel</i>		\$ 0
c. Transportation around city—if necessary <i>(e.g. taxi, subway, bus, train)</i> <i>Max \$15/day</i>		\$ 0
<i>Total Transportation</i>		\$ 0
<b>2. LODGING</b>		
a. Hotel in your destination (max 3 nights)* <i>*We will only reimburse up to the per diem rate for hotels.</i>	<a href="#">Check hotel per diem rates</a> for your destination.	\$ 0
<i>Total Lodging</i>		\$ 0
<b>3. MEALS</b>		
a. <a href="#">Per Diem</a> provides funding for food/other daily spending—max 3 days	<a href="#">Check food per diem rates</a> for your destination.	\$ 0
<i>Total Per Diem</i>		\$ 0
<b>4. OTHER</b>		
a. Include any other eligible expenses		\$ .00
<b>Total Expenses</b>		\$ 0