

Appendix 2. SAMPLE BUDGET FORM*

EXPENSE CATEGORIES		DESCRIPTION	EXPENSE ITEM	# UNIT	AMOUNT	
1	STUDENTS SUPPORT SERVICES	a	Undergraduate Student Support:	\$7.00/hour, part-time	20	\$140.00
		b	Graduate Student Support:	\$12.00/hour, part-time	60	\$720.00
2	EQUIPMENT	(List vendors/costs)				
3	SOFTWARE	(List vendors/costs)				
4	BOOKS					
5	CONFERENCE EXPENSES	a	XXXX Conference	RT Airfare New York/Houston	1	\$600.00
		b	Ground Transportation	\$30 (to or from airport)	2	\$60.00
		c	Registration fee	Individual rate	1	\$500.00
		d	Hotel	\$125/night	2	\$250.00
		e	Meals & Incidentals	3 meals/day = \$45/day	3	\$135.00
6	OTHER	(Publication cost/page charges, etc.)				
					TOTAL:	\$2,405.00

- Remember to include a brief explanation and justification of each item in your proposal.

Appendix 3. Sample GFSRG Expense Summary

Expense Description	Reason for Expense	Expense Category (as per the coding table below)	Date of Expense (MM/DD/YYYY)	Amount (Local Currency)	Amount (USD)	Receipt/Invoice reference number

Allowed Expense Categories		
1	Students Support Expenses	
2	Equipment	
3	Software	
4	Books	
5	Conference expenses	
	5.a	Travel
	5.b	Registration fees
	5.c	Accommodation
5.d	Meals & Incidentals	
6	Other	

