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| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |

Type or write your expenses in below, and submit with your application. You can also make your own form.

Please note that the prize committee might ask you to modify your plans, according to the availability of funds and the number of applications. Be thorough—for instance allowing enough time to accomplish your goals— but also be reasonable in your requests.

This is a preliminary budget. If you are awarded a prize, you will receive a check for your requested amount. *All* expenses must be documented and the receipts submitted at the end of summer (even “small” daily expenses, e.g. metro fares and meals). Any amounts unspent or unaccounted for must be returned to the department in September; however no additional funds can be awarded *after* your initial request. Consider setting aside a separate bank account to manage your prize funds.

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| **Expense** | **daily/ weekly amt** | **math / details** | **total** | **notes/description** |
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| **Total** | | | $ |  |

*Here is a sample budget for a student spending 2 weeks in Amherst to write and to do preliminary research at the library, travelling to Iceland to do site visits attached to his project on Brad Leithauser, and then returning home to Chicago for the remainder of summer.*

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| --- | --- | --- | --- | --- |
| **Expense** | **daily/ weekly amt** | **math / details** | **total** | **notes/explanation** |
| lodging in Amherst | $92 | 3 wks x 92/wk | 276 |  |
| meals in Amherst | $10 | 21 days x 10/day | 210 |  |
| bus from Amherst to Boston | $15 | one way | 15 |  |
| *departure airfare*: BOS to Reykjavik | $423 | one way | 423 |  |
| airport transport in Iceland | $50 | roundtrip | 50 |  |
| lodging in Reykjavik | $45 | 7 nights x 45/night | 315 |  |
| public bus pass in Reykjavik | $24 | single fee | 24 |  |
| bus to Westfjords | $45 | roundtrip | 45 |  |
| lodging in Breiðafjörður | $45 | 3 nights x 45/night | 135 |  |
| bus to the Golden Circle | $45 | roundtrip | 45 |  |
| passport fees | $65 | single fee | 65 |  |
| meals in Iceland | $40 | 11 days x 30/day | 330 | this cost is high b/c the dollar is down in Iceland: $1 = 127 ISK |
| *home airfare*: Reykjavik to Chicago | $423 | one way | 423 |  |
| **Total** | | | $2,356 |  |