

Name _____ ID # _____

Project Title _____

Odyssey Budget Request Form

NOTE: Fill out only the items applicable to your project. Submit this form with your Funding Request or Travel Grant Request. Please check your math carefully.

Stipends

For unpaid experiences or on-campus research, stipends are normally \$2,400 for 8 weeks, with 30-40 hours of work per week.

Item	Per Person Expense	# of Participants	Subtotals
Student Stipend			
Faculty Stipend			
FICA (7.65% of Stipends listed. \$183.60 on \$2,400)			
		Total	\$

Itemized Expenses

Item	Per Person Expense	# of Participants	Subtotals
Airfare			
Ground Transportation-Train/Bus/Taxi			
Parking/Mileage (# Miles _____ x \$ _____ IRS mileage rate)			
Lodging: # Nights _____ x \$ _____			
Summer Lodging on Campus (Approximately \$400 and must apply through ResLife)			
Food: # Days _____ x \$ _____			
Registration or Program Fees:			
Supplies: (must be fully used up during the course of project) Attach itemized list			
Other: Attach itemized list			
TOTAL EXPENSES	\$	#	\$
	Subtract total covered by participants, other known grants, or sources (attach list)		(\$ _____)
		TOTAL REQUESTED	\$

Your "Total Requested" must match the amount on your Funding Request Form. Please consult the Odyssey Guide for the list of items that are generally not eligible for funding.

Expenditure Notes: You must fully expend your funding by May 1 of the fiscal year in which your project takes place. Although the Odyssey Office will attempt to prepay as many of your expenses as possible, please be prepared for some of your grant to be paid on a reimbursement basis. If you receive a stipend, it will be processed by the Hendrix Payroll Office.