KNOX COLLEGE

THE PAUL K. RICHTER AND EVALYN ELIZABETH. COOK RICHTER MEMORIAL FUND

Richter Budget Form

[supplement to Richter applications – please TYPE form field areas]

Student Information:

Name: Student ID: Date:

Have you, or will you, apply for funding for this project from other sources? ☐ Yes ☐ No [use mouse or arrow keys]

If yes, what source(s):

[Examples of expense entries]

ITEM	AMOUNT
TRANSPORTATION: roundtrip airfare to New York (per Kayak.com / attached)	*$635.00*
HOUSING: ON campus for 2 month	*$540.00*

Budget:

Please list all anticipated expenses (see list below)	
Important -- you **MUST** include documentation of expenses, e.g. a printout from an online retailer that shows the price of items you intend to purchase	
ITEM DETAIL	**AMOUNT**
TOTAL Expenses	
REQUESTED AMOUNT	
APPROVED Richter Amount	

Grant Eligible Expenses (not inclusive)	Examples
Housing	On or off campus housing – **please designate**
Transportation	Airfare, mileage, vehicle rental, Amtrak, misc. ground
Program Fees	Registration for conferences or workshops
Expendable Material and Supplies	Solvents and chemicals, printing costs, memory storage
Participant Incentives	Prize drawings, participants in psychological studies
Lodging	Hotel for conference, workshop

SUBMIT COMPLETED BUDGET AND APPLICATION FORM ALONG WITH REQUIRED DOCUMENTATION TO:

The Gerald and Carol Vovis Center • Alumni Hall Room 231 • Knox College Box K-136 • sljones@knox.edu