



## Budget Worksheet

Type your responses below. Print and deliver application packet to Career and Professional Development by 9 a.m. the Wednesday after the online application due date.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_@lion.lmu.edu Student ID: \_\_\_\_\_

Location of your experience (city + state + zip / country) \_\_\_\_\_

<b>EXPENSES</b> *Please include all expenses, even if the sum of your expenses exceeds the amount you are eligible to receive.	<b>BUDGET AMOUNT</b>
<p><b>Housing</b></p> <p>Location of your housing (city + state + zip / country) during that experience</p> <p>_____</p> <p style="text-align: center;">Living with parents/family                      Living on LMU campus</p> <p><i>*Please do complete this portion of the budget worksheet if you will be living with a parent/guardian or at your home address.</i></p> <p>Dates housing needed: _____</p> <p>Estimated expense per week: _____</p> <p><b>IMPORTANT:</b> Include copy of rental agreement, summer housing application/contract, etc.</p> <p style="text-align: right;"><b>Total housing expense:</b> \$ _____</p>	
<p><b>Daily transportation (daily commuting)</b></p> <p>Estimated # of miles from your housing to your internship (one-way): _____</p> <p>Resource for mileage estimate: <a href="https://www.google.com/maps">https://www.google.com/maps</a></p> <p>Estimated # of miles driven throughout the internship: _____</p> <p>Driving expense (\$0.575 per mile for driving): _____</p> <p><b>Mileage Calculator:</b></p> <ul style="list-style-type: none"> <li>• Miles one-way _____ x 2 = _____ mile roundtrip</li> <li>• Roundtrip miles _____ x _____ # of days/ week = _____ weekly miles</li> <li>• Weekly miles _____ x _____ # of weeks = _____ estimated # of miles driven throughout internship</li> <li>• Total miles _____ x \$0.575 = _____ total driving expense</li> </ul> <p>Other commuting expense (e.g., bus pass, uber/lyft estimate): \$ _____</p> <p><b>IMPORTANT:</b> Include a printout of uber/lyft estimate, bus fare, etc.</p> <p><i>Description of other commuting expense:</i></p> <p>_____</p> <p style="text-align: right;"><b>Total commuting expense (Maximum of \$500):</b> \$ _____</p>	
<p><b>Transportation to and from internship location</b></p> <p>Your location before the experience (city + state + zip / country):</p> <p>_____</p> <p>Your location after the experience (city + state + zip / country)</p> <p>_____</p> <p style="text-align: center;"><b>Continue on Page 2.</b></p>	<p><b>Include Total Travel Expense on page 2.</b></p>

<p><b>IMPORTANT:</b> Depending on mode of transportation, Include a copy of purchased fare or current ticket price, map depicting driving distance from location before internship to city of internship, etc. <a href="https://www.google.com/maps">https://www.google.com/maps</a></p> <p>Airfare/Train expense: \$ _____  Driving expense (\$0.575/mile if driving): \$ _____  Other transportation expense (explain): \$ _____</p> <p><i>*The following travel expenses will <b>NOT</b> be considered: hotel stays related to driving across the country; mileage for a drive across country. If driving across country for an internship/experience, please contact <a href="mailto:Erica.Privott@lmu.edu">Erica.Privott@lmu.edu</a> or <a href="mailto:Kelley.Stewart@lmu.edu">Kelley.Stewart@lmu.edu</a> to discuss prior to completing this form.</i></p> <p style="text-align: right;"><b>Total travel expense:</b> \$ _____</p>	
<p><b>Food/groceries</b>  Estimated expense for food/groceries per week (max \$50 per week): \$ _____</p> <p style="text-align: right;"><b>Total expense:</b> \$ _____</p>	
<p><b>Other expenses (please describe):</b>  <b>IMPORTANT:</b> Must include receipt, sample price estimate (i.e. advertisement, screenshot of website, etc.)</p> <p><i>*The following expenses will <b>NOT</b> be considered: materials/resources for your internship organization, gym membership, passports, cell phone plan, toiletries, computer, software, camera, auto insurance, etc.</i></p>	\$ _____
<b>TOTAL EXPENSES (A)</b>	\$ _____ (A)

SOURCES OF SUPPORT	\$ AMOUNT
<b>Employer provided stipend or wages</b>	\$ _____
<p><b>Other scholarships/grants</b>  Have you received or will you apply for any other scholarships/grants to support your summer internship? If your application is still being reviewed, when will you have more information?</p>	\$ _____
<b>Other (please describe):</b>	\$ _____
<b>TOTAL FINANCIAL SUPPORT (B)</b>	\$ _____ (B)

<b><u>TOTAL REQUEST</u></b>		
<b>EXPENSES (A) – SUPPORT (B) = (C) FINANCIAL NEED (\$2,500 maximum)</b>		
EXPENSES (A)	SUPPORT (B)	FINANCIAL NEED (C)
\$ _____ (A)	\$ _____ (B)	\$ _____ (C) A-B=C