

## Budget Worksheet

In the explanation/justification section below, list details about the expense and how you arrived at the budgeted amount. For general guidelines about acceptable rates/expenses, please visit the Northwestern University Financial Operations Travel & Entertainment Policies webpage: [www.northwestern.edu/financial-operations/policies-procedures/travel](http://www.northwestern.edu/financial-operations/policies-procedures/travel).

\*Please note that there are University policies regarding equipment purchase using University funds. See: <http://www.northwestern.edu/uservices/purchasing/policy.pdf>

Applicant Name:	
Project Start Date:	
Project End Date:	

Expense Category	Explanation of / justification for expense	Amount
<b>AIR/GROUND TRAVEL</b>		
Roundtrip airfare		
Airport transportation		
Car rental		
Mileage		
Other transit		
Other transit		
TRAVEL EXPENSES TOTAL:		\$ -

<b>LODGING</b>		
Lodging (list type, rate and # of nights in notes)		
Other lodging expenses		
Other lodging expenses		
LODGING EXPENSES TOTAL:		\$ -

<b>FOOD/LIVING</b>		
Meals (list meals/day, # of days)		
Other living expenses		
Other living expenses		
FOOD/LIVING EXPENSES TOTAL:		\$ -

<b>RESEARCH MATERIALS ACQUISITION</b>		
Item		
Item		
Item		
RESEARCH MATERIALS TOTAL:		\$ -

<b>SUPPLIES/EQUIPMENT PURCHASE OR RENTAL*</b>		
Item		
Item		
Item		
SUPPLIES/EQUIPMENT TOTAL:		\$ -

<b>MISCELLANEOUS COSTS</b>		
Item		
Item		
MISCELLANEOUS TOTAL:		\$ -

<b>TOTAL PROJECT EXPENSES</b>		
<b>TOTAL FUNDS REQUESTED FROM THE PROVOST'S RESEARCH GRANT</b>		
<b>TOTAL OUTSTANDING COSTS TO BE COVERED THROUGH NON RESEARCH GRANT FUNDS/SUPPORT</b>		\$ -

If there are outstanding costs to be covered through non Provost Research Grant funds/support, provide an explanation of the source(s) and amount(s) of support below.

EXPLANATION OF ADDITIONAL SOURCES		
Explanation of source(s)		
		AMOUNT OF SUPPORT \$ -