

SAMPLE PIPER FELLOW BUDGET

Name of Piper Fellow

Activity	Dates	Number of Days	Program Attending	Tuition/Registration	Hotel/Room/Board	Airfare/Rental Car/Other Travel	Food	Other/Misc. <i>Please explain in notes</i>	Notes
Executive Coaching	May 2015 - Sept 2015	n/a	ongoing executive coaching with consultant	\$6,000	\$300	\$500	\$250	\$-	coaching fee and travel for executive coach for two in person meetings
<name of city>	4.15.15 to 4.18.15	4	<name of organization(s) you plan to visit>	\$-	\$800	\$450	\$280	\$175	ground transportation (\$125) entrance fees (\$50)
<name of city>	5-17-15 to 5-22-15	6	<conference name>	\$500	\$1,300	\$500	\$350	\$-	
<name of city>	5-22-15 to 5-27-15	6	<name organization(s) you plan to visit after conference>	\$-	\$1,500	\$400	\$1,000	\$125	<ul style="list-style-type: none"> return trip is in the airfare included with the conference travel costs are use of Amtrack or shuttle planes within region; taxis during stay, etc.
<name of city>	9-7-15 to 9-14-15	8	<name of leadership training>	\$9,000	\$-	\$550	\$100	\$-	<ul style="list-style-type: none"> room/board and food are part of tuition miscellaneous for time to/from location
Reflection	10-15-15 to 10-21-15	7	reflection time <location>		\$1,500	\$600	\$875	\$-	flight travel includes rental car for 5 days
CATEGORY TOTALS				\$15,500	\$5,400	\$3,000	\$2,855	\$300	
GRAND TOTAL (This must not exceed \$30,000)				\$27,055					

Suggestions/Reminders when developing budget:

- Please indicate in the notes area if tuition/registration includes room/board/meals. If necessary, budget for hotel/meals for day prior to or day after in the event you cannot get to the location or return home without an overnight stay.
- Remember to include resort fees and room taxes when calculating your hotel costs. In addition, add overnight parking if you have a rental car.
- Remember to include baggage fees when estimating airfare costs. Include the cost of gas when calculating rental cars and also parking at locations you plan to visit.
- When budgeting for food, remember there are high-cost cities such as New York, San Francisco, etc. Also budget for costs if you plan to take your host to lunch/dinner.
- Miscellaneous should include expenses that do not fit in other categories; these should be described in the notes area.