

## SAMPLE PIPER FELLOW BUDGET

### Name of Piper Fellow

Activity	Dates	Number of Days	Program Attending	Tuition/Registration/Fee	Hotel/Room/Board	Airfare/ Rental Car/ Other Travel	Food	Other/Misc. <i>Please explain in notes</i>	Notes
Executive Coaching	May 2024 - Sept 2024	n/a	ongoing executive coaching with consultant	\$6,000	\$400	\$500	\$250	\$65	coaching fee and travel for executive coach for two in person meetings
<name of city>	4.15.24 to 4.18.24	4	<name of organization(s) you plan to visit>	\$930	\$800	\$450	\$280	\$175	ground transportation (\$125) entrance fees (\$50)
<name of city>	5-17-24 to 5-22-24	6	<conference name>	\$500	\$1,300	\$500	\$350	\$-	
<name of city>	5-22-24 to 5-27-24	6	<name organization(s) you plan to visit after conference>	\$-	\$1,500	\$400	\$1,000	\$125	<ul style="list-style-type: none"> <li>return trip is in the airfare included with the conference</li> <li>travel costs are use of Amtrack or shuttle planes within region; taxis during stay, etc.</li> </ul>
<name of city>	9-7-24 to 9-14-24	8	<name of leadership training>	\$9,000	\$-	\$550	\$175	\$-	<ul style="list-style-type: none"> <li>room/board and food are part of tuition</li> <li>miscellaneous for time to/from location</li> </ul>
Reflection	10-15-24 to 10-21-24	7	reflection time <location>		\$1,500	\$600	\$875	\$-	flight travel includes rental car for 5 days
Board / Staff Development Budget; Consultant #1; Consultant #2; Activity 1; Activity 2	6-15-24 - 7-15-24	4-Feb	<name of consultant(s)>	\$7,000		\$500	\$500		purpose of consultant training; who participated (Board/Staff Development must not exceed \$10,000)
Other Board/Staff Dev. Expense	9-15-24	1	<					\$2000	description of expenses
<b>CATEGORY TOTALS</b>				<b>\$23,430</b>	<b>\$5,500</b>	<b>\$3,500</b>	<b>\$3,430</b>	<b>\$2,365</b>	
<b>GRAND TOTAL</b> (This must not exceed \$40,000)				<b>\$38,225</b>					

#### 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.
- Piper Fellow Activities must not exceed \$30,000.
- Board and Staff Development must not exceed \$10,000.