

(Note, provide in portrait format)

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 2025 - Sept 2025	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>	4.15.25 to 4.18.25	4	<name of organization(s) you plan to visit>	\$930	\$800	\$450	\$280	\$175	ground transportation (\$125) entrance fees (\$50)
<name of city>	5-17-25 to 5-22-25	6	<conference name>	\$500	\$1,300	\$500	\$350	\$-	
<name of city>	5-22-25 to 5-27-25	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>	9-7-25 to 9-14-25	8	<name of leadership training>	\$9,000	\$-	\$550	\$175	\$-	<ul style="list-style-type: none">• room/ board and food are part of tuition• miscellaneous for time to/from location
Reflection	10-15-25 to 10-21-25	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	6-15-25 - 7-15-25	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	9-15-25	1	<					\$2000	description of expenses
CATEGORY TOTALS				\$23,430	\$5,500	\$3,500	\$3,430	\$2,365	
GRAND TOTAL (This must not exceed \$40,000)				\$38,225					

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.