

Saluki Unpaid Internship Trust (SUIT) Fund SAMPLE BUDGET

Use this sample as a guide to create your projected budget for the Saluki Unpaid Internship Trust (SUIT) Fund application.

Projected Personal Contribution

Money Saved	\$300
Department Contribution	\$500
Parental Contribution	\$0
Other	\$100
Total Revenue	\$900

Projected Expenses

Flight STL to NYC via Delta	\$300
2 months sublet in NYC	\$2200
Food Expenses (groceries/eating out)	\$640
Local Transportation (bus/metro)	\$300
Total Expenses	\$3440

Total Expenses – Total Revenue **\$2540**

Amount Needed **\$2540**

Include the projected amount needed on your SUIT Fund Application. You may be asked for additional information concerning your projected budget. Requested amount does not necessarily reflect the amount you will receive, if approved.

Suggestions

- Please use the least priced airfare as well as consider budget-friendly transportation (e.g., public transportation vs. uber)
- Consider your cost in weeks and months. Breaking it down may help in considering how much your experience will cost.
- The U.S. Department of Agriculture estimates the weekly cost of food for an individual age 19-50 to be approximately \$80 per week. Please use this when considering the calculation of food expenses.
- Please do your research and look for economical choices. This will help in the potential approval of your application.
- For personal contribution, please consider all of your options and feel free to adjust your funding sources as needed.
- Including copies of potential costs (transportation, hotel stay, sublet cost, etc) is strongly encouraged.
- Speak to your department or relevant RSOs for potential funding.