

Sample: In-person, unpaid internship



Internship Budget Form

Use this worksheet to create a budget of your anticipated expenses and financial resources during your internship. Approximate numbers may be used. Enter numbers and costs in the grey boxes and descriptions for applicable sections. Subtotals and totals will calculate automatically. Download as a PDF and save under your name and current date to submit with your internship funding application.

Student Name:	Jane Strong	Duration of experience: (in weeks)	6
		Number or Description	Cost
EXPENSES			
Housing	Location of your housing during the experience:	Minneapolis, MN	
	Type of housing:	Sublet	
	Number of weeks housing is needed (paying rent)	6	
	Cost per week of rent		\$600.00
	Cost per week of utilities		\$0.00
	Other housing expenses:		\$0.00
			\$3,600.00
Travel	Location before <-> after experience:	Seattle, WA <-> Minneapolis, MN	
	Mode of transportation:	Plane	
	Roundtrip travel expenses		\$700.00
	Transportation to and from the airport/station		\$50.00
	Other transportation expenses:		\$0.00
			\$750.00
Daily Commuting [1]	Mode of transportation:	Public Transit	
	Number of weeks commuting	6	
	Weekly commuting expense		\$22.50
	Other commuting expenses:		
			\$135.00
Food [2]	Number of weeks for food expenses	6	
	Weekly grocery expense		\$70.00
	Weekly eating out expense		\$10.00
			\$480.00
Other Expenses [3]	Describe here:		\$0.00
	Describe here:		\$0.00
			\$0.00
TOTAL EXPENSES			\$4,965.00
INCOME			
	Wages/stipend from internship organization		\$0.00
	Other confirmed scholarships/grants [4]		\$0.00
TOTAL INCOME			\$0.00
TOTAL FINANCIAL NEED	<i>Total Expenses - Total Income</i>		\$4,965.00
SAVINGS GOAL	Because we recognize that students are often expected to save money over the summer, students who receive need-based financial aid at Carleton may include an amount of up to \$1000 toward that savings goal. Total Funding Request may exceed \$5,200.		
TOTAL FUNDING REQUEST	<i>Financial Need + Savings Goal (if eligible)</i>		\$4,965.00

Sample: In-person, underpaid internship



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Student Name: **Lori Gould**

Duration of experience: **6**
(in weeks)

		Number or Description	Cost
EXPENSES			
Housing	Location of your housing during the experience:	<i>Boston, MA</i>	
	Type of housing:	<i>Sublet</i>	
	Number of weeks housing is needed (paying rent)	6	
	Cost per week of rent		\$480.00
	Cost per week of utilities		\$0.00
	Other housing expenses:		
			\$2,880.00
Travel	Location before <- after experience:	<i>Chicago, IL <- Chicago, IL</i>	
	Mode of transportation:	<i>Car</i>	
	Roundtrip travel expenses		\$180.00
	Transportation to and from the airport/station		
	Other transportation expenses:	<i>Lodging during roadtrip</i>	\$400.00
			\$580.00
Daily Commuting	Mode of transportation:	<i>Car</i>	
	Number of weeks commuting	6	
	Weekly commuting expense		\$18.20
	Other commuting expenses:		
			\$109.20
Food	Number of weeks for food expenses	6	
	Weekly grocery expense		\$70.00
	Weekly eating out expense		\$25.00
			\$570.00
Other Expenses	Describe here:		
	Describe here:		
			\$0.00
TOTAL EXPENSES			\$4,139.20
INCOME			
	Wages/stipend from internship organization		\$2,000.00
	Other confirmed scholarships/grants		
TOTAL INCOME			\$2,000.00
TOTAL FINANCIAL NEED			\$2,139.20
	<i>Total Expenses - Total Income</i>		
SAVINGS GOAL	Because we recognize that students are often expected to save money over the summer, students who receive need-based financial aid at Carleton may include an amount of up to \$1000 toward that savings goal. Total Funding Request may exceed \$5,200.		\$1,000.00
TOTAL FUNDING REQUEST	<i>Financial Need + Savings Goal (if eligible)</i>		\$3,139.20

Sample: Remote, underpaid internship



Internship Budget Form

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Student Name:	Donald J. Cowling	Duration of experience: (in weeks)	10
		Number or Description	Cost
EXPENSES			
Housing	Location of your housing during the experience:	<i>Austin, TX</i>	
	Type of housing:	<i>Sublet</i>	
	Number of weeks housing is needed (paying rent)	10	
	Cost per week of rent		\$400.00
	Cost per week of utilities		\$20.00
	Other housing expenses:		
			\$4,200.00
Travel	Location before <-> after experience:	<i>Minneapolis, MN <-> Portland, ME</i>	
	Mode of transportation:	<i>Plane</i>	
	Roundtrip travel expenses		\$600.00
	Transportation to and from the airport/station		\$60.00
	Other transportation expenses:		
			\$660.00
Daily Commuting [1]	Mode of transportation:		
	Number of weeks commuting	0	
	Weekly commuting expense		
	Other commuting expenses:		
			\$0.00
Food [2]	Number of weeks for food expenses	10	
	Weekly grocery expense		\$70.00
	Weekly eating out expense		\$20.00
			\$900.00
Other Expenses [3]	Describe here:		
	Describe here:		
			\$0.00
TOTAL EXPENSES			\$5,760.00
INCOME			
	Wages/stipend from internship organization		\$3,000.00
	Other confirmed scholarships/grants [4]		
TOTAL INCOME			\$3,000.00
TOTAL FINANCIAL NEED			\$2,760.00
	<i>Total Expenses - Total Income</i>		
SAVINGS GOAL	Because we recognize that students are often expected to save money over the summer, students who receive need-based financial aid at Carleton may include an amount of up to \$1000 toward that savings goal. Total Funding Request may exceed \$5,200.		
TOTAL FUNDING REQUEST	<i>Financial Need + Savings Goal (if eligible)</i>		\$2,760.00

Sample: Remote, unpaid internship



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Student Name: **William Henry Salmon**

Duration of experience: **8**
(in weeks)

		Number or Description	Cost
EXPENSES			
Housing	Location of your housing during the experience:	<i>Baltimore, MD</i>	
	Type of housing:	<i>Family home</i>	
	Number of weeks housing is needed (paying rent)	8	
	Cost per week of rent		
	Cost per week of utilities		\$10.00
	Other housing expenses:		
			\$80.00
Travel	Location before <-> after experience:		
	Mode of transportation:		
	Roundtrip travel expenses		
	Transportation to and from the airport/station		
	Other transportation expenses:		
			\$0.00
Daily Commuting	Mode of transportation:		
	Number of weeks commuting	0	
	Weekly commuting expense		
	Other commuting expenses:		
			\$0.00
Food	Number of weeks for food expenses	8	
	Weekly grocery expense		\$20.00
	Weekly eating out expense		\$20.00
			\$320.00
Other Expenses	Describe here:		
	Describe here:		
			\$0.00
TOTAL EXPENSES			\$400.00
INCOME			
	Wages/stipend from internship organization		
	Other confirmed scholarships/grants		
TOTAL INCOME			\$0.00
TOTAL FINANCIAL NEED	<i>Total Expenses - Total Income</i>		\$400.00
SAVINGS GOAL	Because we recognize that students are often expected to save money over the summer, students who receive need-based financial aid at Carleton may include an amount of up to \$1000 toward that savings goal. Total Funding Request may exceed \$5,200.		\$1,000.00
TOTAL FUNDING REQUEST	<i>Financial Need + Savings Goal (if eligible)</i>		\$1,400.00