

Sample Budget for ARISC Faculty Exchange Fellowship

Directions:

1	Allowable costs include airfare, ground transportation, lodging, and meals and incidental expenses
2	When listing airfare, indicate whether it is roundtrip or one-way. List where the flight originates and where the flight terminates. Be sure to check ARISC's FAQ page to learn more about budgeting for flights.
3	All travel between the US and South Caucasus that uses funds from the fellowship program must meet the provisions of the "Fly America Act" or "Open Skies Agreements." See this website for additional information: https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act
4	Lodging is typically listed by number of nights.
5	All flights and accommodations must be economy or coach class.
6	Meals and incidental expenses cannot exceed those set by the US Department of State for the location of travel. See this website for travel to the South Caucasus: https://aoprals.state.gov/web920/per_diem.asp ; and this website for travel to the US: https://www.gsa.gov/travel/plan-book/per-diem-rates
7	If the cost of the travel exceeds the maximum allowable in this funding opportunity, applicant should explain other sources of funding, as well as how the travel can be scaled if they are only awarded ARISC funds
8	Your budget may or may not include all the different categories of costs listed in the sample budget. Your itemized budget will be unique to your proposed travel.
9	Itemized budget may list costs in local currencies, but must also include costs in USD as well as specify the conversion rate.
10	Double check the math for each row of expenses before submitting the application.
11	Double check the math on your budget narrative. Make sure it matches the budget and total.
12	Double check the math on the total listed for your itemized budget. Make sure the amount in your itemized budget matches the amount listed on your application form.
13	Applicants with questions about budgeting for specific in-country costs are encouraged to contact ARISC's staff: Armenia@arisc.org , Azerbaijan@arisc.org , Georgia@arisc.org , or info@arisc.org
14	For all other questions, please contact info@arisc.org

Sample Budget:

Below is an example of what an itemized budget can look like. Your budget may be different than the one included here.

Description	Quantity	Individual Cost	Total Cost (Quantity x Individual Cost)	Amount Requested from ARISC	Amount from Other Source	Additional Notes
SC Scholar to US						
Airfare, Roundtrip (Tbilisi to Chicago)	1	\$1,900	1,900.00	1,900.00		
Meals & Incidentals (Per diem)	10 days	\$40 / day	400.00	400.00		breakfast and lunch will be provided to traveler at no additional cost at the hotel and university
Lodging	9 nights	\$155/night	1,395.00	1,395.00		
Ground transportation - US	2	\$50/ride	100.00	100.00		Taxi from airport to hotel, round trip
Ground transportation - US	10	\$20/ride	200.00	200.00		
Ground transportation - Tbilisi	2	\$20/ride	40.00	40.00		Taxi from home to airport, round trip
US Scholar to SC						
Airfare, Roundtrip (Chicago to Tbilisi)	1	\$2,200	2,200.00	1,900.00	300.00	
Meals & Incidentals (Per diem)	10 days	\$40 / day	400.00	400.00		breakfast and lunch will be provided to traveler at no additional cost at the hotel and university
Lodging	9 nights	\$105/night	945.00	945.00		
Ground transportation - US	2	\$50/ride	100.00	100.00		Taxi from home to airport, round trip
Ground transportation - Tbilisi	10	\$10/ride	100.00	100.00		
Ground transportation - Tbilisi	2	\$20/ride	40.00	40.00		Taxi from airport to hotel, round trip
TOTAL				7,520.00		

Sample Budget Narrative:

Below is an example of what a sample budget narrative can look like. Your budget narrative may be different than the one included here.

SC scholar travel to the US

Airfare

Airfare is estimated for 1 traveler roundtrip from Tbilisi, Georgia to Chicago, IL for fall 2023 at \$1900.

Meals and Incidentals

Travel is estimated at 10 days in Chicago, at the rate of \$40/day, which is within the maximum as set by the GSA, for a total of \$400. The daily rate is lower than listed by GSA because breakfast is provided by hotel, and lunch provided by university.

Lodging

Typical costs for hotel room in Chicago are estimated at \$155/night for 9 nights, totalling \$1395

Ground transportation - US

Taxi from airport to hotel and back is estimated at \$50 per way, roundtrip. The total is \$100. Additional taxi fares in country to travel between hotel and university is estimated at \$20/ride for approximately 10 rides. The total is \$200.

Ground transportation - [location in SC]

Taxi from home to airport and back is estimated at \$20/ride, totaling \$40

US scholar travel to the SC

Airfare

Airfare is estimated for 1 traveler roundtrip from Chicago, IL to Tbilisi, Georgia for fall 2023 at \$2200. Remaining cost of airfare to be covered by home institution.

Meals and Incidentals

Travel is estimated at 10 days in Tbilisi, at the rate of \$40/day, which is within the maximum as set by the State Department, for a total of \$4200. The daily rate is lower than listed by the State Dept. because breakfast is provided by hotel, and lunch provided by university.

Lodging

Typical costs for hotel room in Tbilisi are estimated at \$105/night for 5 nights, totalling \$945

Ground transportation - [location in SC]

Taxi from airport to hotel and back is estimated at \$20 per way, roundtrip. The total is \$40. Additional taxi fares in country to travel between hotel and university is estimated at \$10/ride for approximately 10 rides. The total is \$100.

Ground transportation - US

Taxi from home to airport and back is estimated at \$50/ride, totaling \$100

Total requested from ARISC: \$7520

Total requested from other sources: \$300