

Sample Budget for ARISC Travel Grants

Directions:

1	Allowable costs include airfare, ground transportation, lodging, meals and incidental expenses, and conference registration fees
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	All flights and accommodations must be economy or coach class
5	Lodging is typically listed by number of nights.
6	Meals and incidental expenses cannot exceed those set by the US Department of State for the location of travel. See this website: https://aoprals.state.gov/web920/per_diem.asp
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	Double check the math for each row of expenses before submitting the application.
10	Double check the math on your budget narrative. Make sure it matches the budget and total.
11	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.
12	Applicants with questions about budgeting for specific in-country costs are encouraged to contact ARISC at info@arisc.org
13	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	Additional Notes
Airfare, Roundtrip (Tbilisi to Chicago)	1	\$1,900	\$1,900.00	\$1,900.00	
Meals & Incidentals (Per diem)	5 days	\$40 / day	\$200.00	\$200.00	breakfast and lunch will be provided to conference attendees
Lodging	4 nights	\$155/night	\$620.00	\$620.00	
Ground transportation - US	2	\$50/ride	\$100.00	\$100.00	Taxi from airport to hotel, round trip
Ground transportation - Tbilisi	2	\$20/ride	\$40.00	\$40.00	Taxi from home to airport, round trip
Conference registration fee	1	\$100	\$100.00	\$100.00	
TOTAL				\$2,960.00	