Career Center Financial Support Awards

Application Budget Template and Examples

**Blank Budget Template:**

|  |  |
| --- | --- |
| Expense | Amount |
| Rent |  |
| Household Expenses |  |
| Travel to Internship Location |  |
| Professional Attire |  |
| Meals/Groceries |  |
| Office Commute |  |
| Personal Expenses |  |
| Total Expenses |  |

\* These are just some ideas you may want to think of when creating your budget. You may edit this however you see fit to incorporate your needs – including adding or removing expense topics. Other topics may include (but not limited to) savings, health, technology needs, phone bill, etc.

**Example Budget:**

**Budget For Eight-Week Summer Internship**

|  |  |
| --- | --- |
| Expense | Amount |
| Rent | $1200 x 2 Months = $2400 |
| Household Expenses (Utilities & Internet) | $300 x 2 Months = $600 |
| Round Trip airfare to Internship Location | $850 |
| Professional Attire (2 Suits) | $300 |
| Meals/Groceries | $100 per week x 8 Weeks = $800 |
| Mass Transit Monthly Pass | $100 x 2 Months = $200 |
| Personal Expenses (Personal Care & Entertainment) | $100 x 2 Months = $200 |
| Total Expenses | **$5,350** |

\*Feel free to provide any relevant links or descriptions that can further support your estimated expense*.*