

## STUDENT ST. MARY'S PROJECT BUDGET PROJECTION FORM

Submit to Mentor and Department Chair for review and signature. Form is needed to project costs for the coming year.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Mentor \_\_\_\_\_

ID # \_\_\_\_\_ Department \_\_\_\_\_

Title of Project:



### Proposed Budget Projection for the year:

Item	Rationale	Amount
<b>04 – Travel</b>		
Includes mileage (use 55.5¢ per mile); accommodations, meals, tolls, parking, etc.		
<b>08 – Contractual Services</b>		
Examples include copying costs (for on-campus photocopying, use \$.10 per page); printing, advertising, transcribing, subject fees, etc.)		
<b>09 – Supplies (<i>under</i> \$100 each)</b>		
Examples include paper, paint and other art supplies, laboratory supplies, research animals, specialized books or manuals, etc.		
<b>10 – Equipment (<i>over</i> \$100 each)</b>		
Equipment becomes the property of St. Mary's College after the project is completed.		
<b>TOTAL BUDGET</b>		
<b>Deductible</b>	<b>Student Contribution</b>	<b>- \$200</b>
<b>TOTAL REQUESTED</b>		

### Required Signatures:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

Department Chairs- Retain this form for *your* records.