

## THE PAUL K. RICHTER AND EVALYN ELIZABETH. COOK RICHTER MEMORIAL FUND

## **Richter Budget Form**

[supplement to Richter applications – please TYPE form field areas]

Student Information:		
Name:	Student ID:	Date:
Have you, or will you, apply for funding for thi	s project from other sources? Yes N	O [use mouse or arrow keys]
If yes, what source(s):		
[Examples of expense entries]		
ITEM		AMOUNT
TRANSPORTATION: roundtrip airfare to New York (p.	per Kayak.com / attached)	\$635.00
HOUSING: ON campus for 2 month	,	\$540.00
Budget:		
Pleas	se list all anticipated expenses (see list below)	
	you MUST include documentation of expe	
	nline retailer that shows the price of items you	
ITEM DETAIL		AMOUNT
	TOTAL Expenses	
	REQUESTED AMOUNT	
	APPROVED Richter Amount	
a		
Grant Eligible Expenses (not inclusive)	Examples On or off compus housing places designate	
Housing (processed through payroll) Transportation	On or off campus housing – <b>please designate</b> Airfare, mileage, vehicle rental, Amtrak, misc. ground	
Program Fees	Registration for conferences or workshops	
Expendable Material and Supplies	Solvents and chemicals, printing costs	
Participant Incentives	Prize drawings, participants in psychological studies (tax implications)	

Hotel for conference, workshop

Lodging