

# Internship Budget Worksheet

**Applicant Name:** Arie A. Star

**B#:** 00045678910

Please provide the estimated amount you will spend this summer for your cost-of living expenses in the categories listed below. Expenses not directly related to your internship (e.g., cell phone, insurance, recreation) are **NOT** covered through this funding.

After completing this form, **please save as a PDF labeled as first and last name-budget**. You will upload this document during your online application process.

Complete budget information for EACH internship opportunity listed in this application, unless they occur in the same geographic or metropolitan area and are of the same length of time.

**Organization Name:** Penguin Publishing

**Duration of Internship (# of weeks and hours expected to work):** 30 hours per week/ 6 weeks

## Section: A

Total Transportation Costs	Explanation and Details	\$ 691
Airfare (moving from home to city of internship)	Round trip from OKC to NYC to OKC	457
Daily Commuter Transportation (train, subway, gas/mileage) <i>*if using personal vehicle rather than public transportation, use .25 cents per mile</i>	Metro Card \$117 per month, 6 weeks	234
Tolls		
Parking		
Other:		

Note: Plan for relocation to the internship and the return trip (home/university); Transportation to and from the site while interning via bus, metro, train; Do not include any purchase of a vehicle or bicycle

## Section: B

Total Housing Costs, if NOT living at home	Explanation and Details	\$2,770
Rate/Rent (Number of weeks * cost per week)	NYU student apartment single bedroom, \$461 per week for 6 weeks	2766
Utilities (Number of weeks * cost per week)	\$135 per month- gas/electric, water, trash	270

Note: Only submit housing costs associated with moving to another city more than 1 hour's commute from your permanent residence; Gas, electric, water, sewer, trash may all be considered; Do NOT include internet, cable, phone service Research living options via online resources, your network connections, local universities/colleges

## Section: C

Total Food Costs	Explanation and Details	\$894
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Estimated (Number of weeks * cost per week) Average is \$40 - \$75 per week	\$149 per week, NYU Meal Plan Rate	894
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Note: Career Center funding will not cover expenses for food purchased at restaurants/eateries unless evidence is provided on lack of access to grocery/market and food storage/cooking facilities)

**Section: D**

Total Anticipated Financial Resources/Contributions	Explanation and Details	\$1000
Wage, stipend, or funding from internship (please note source and amount)	Summer stipend provided by the employer	1000
Grants/scholarships from OCU		
Personal/family savings or contributions		
Part-time job/outside income		
Other:		

**Your Funding Award Request**

Calculate how much funding is required (A+B+C-D)	\$3,355
<b>Total Funding Requested (may not exceed \$3,000)</b>	<b>\$3,000</b>

**If you have a deficit between anticipated expenses and total funding, how will you bridge the financial gap?**

e.g. Combined expenses are \$4,800  
 Internship Funding (max) \$3,000  
Additional Resources/Contributions are \$800  
 Your deficit is \$1,000

**Explanation and Details** \*\*Required if your expenses exceed your available funds, combined with potential internship grant

As my internship does not start until June 11, I will be living at home at the conclusion of the semester and working full-time as a server at a local restaurant. I will be able to secure enough funds to cover the estimated financial gap of \$355, plus additional to cover any unexpected and/or personal expenses.