

<b>Name</b>	Joe Student		
<b>Site Name and Location</b>	Great Company, Chicago, IL		
<b>Start Date (MM/DD/YYYY)</b>	<b>End Date (MM/DD/YYYY)</b>	<b>Business Days</b>	<b>Weeks</b>
6/2/2019	7/20/2019	35	6.9

Internship Logistics and Specifics	Explanation and details	Total
<b>To/From Destination Miles:</b> If driving, how many round trip miles will you travel to get to the site city and back?	Driving from Cornell College to Chicago and back	420
<b>Daily Local Miles:</b> If driving, how many round-trip miles will you drive <b>per day</b> between your lodging and the internship site?	Not Applicable (N/A)	
How many hours per week have you agreed to work? If hours are less than 30 per week, be aware that the funding committee may prorate your requested funding.		35
If this is a paid internship, what is the hourly rate?		8.25
How many days of this internship do you expect to work from home or off-site?	working from home 1 day per week	7

These fields will only accept numerical data, so any explanation has to go into the "Explanation and details" column to the left

Sometimes your internship will consist of a lot of time at different sites or work from home. If you will be spending days at different places, tell us where are how many days you plan to do that.

Transportation	Explanation and details	Total
<b>To/From Destination:</b>		
Auto calculated mileage (\$.20/mile)		\$ 84.00
Flight/Bus/Train ticket	N/A	
Tolls (roundtrip)	Chicago tollway	\$ 20.00
Baggage fees	N/A	
<b>Daily Local Transportation:</b>		
Auto calculated mileage to from site (\$.20/mile)		\$ -
Parking	N/A	
Tolls	N/A	
Public Transportation (bus, train)	30-day CTA pass - \$105 x 3 months	\$ 315.00
Other	N/A	
<b>Total Transportation (auto calculated)</b>		<b>\$419.00</b>

To/From Destination transportation refers to your costs of moving to the internship site city.

Daily Local transportation refers to the daily costs you will incur to get from your lodging to internship site on a daily basis.

### Housing

Housing Costs	Explanation and details (specify per day/week/month)	Total
Rent	Option 1: AirBnb \$650/mo x 3 months = \$1,950 Option 2: Northwestern University summer housing \$1,100/mo x 3 months = \$3,300 Option 3: Private room with Cornell alum \$200/wk x 11 weeks = \$2,200 Average: \$2,483.33	\$ 2,500.00
Necessary Utilities	Included	
<b>Total Housing (auto calculated)</b>		<b>\$2,500.00</b>

If you don't already have a place to live, you should try to find a few options that would work for you and average the cost. Once you secure lodging, you can update your budget as needed.

Do you know the cost of living where you will be staying and working? Generally, urban areas will be more expensive than rural areas. If you aren't sure, do a quick search or just use the average/middle cost.

### Meals

Meal Costs	Explanation and details	Total
Weekly meal costs (see drop-down in explanation)	Low cost of living/rural: \$60/wk	\$ 414.00
Other	N/A	
<b>Total Meals (auto calculated)</b>		<b>\$414.00</b>

Miscellaneous costs	Explanation and details	Total
Registration fee	Business conference required for internship	\$ 75.00
<b>Total Miscellaneous (auto calculated)</b>		<b>\$75.00</b>

Income/Other Funding	Description of funding source	Total
<b>Wages (auto calculated)</b>		<b>\$ 1,980.00</b>
Other funding from Cornell sources	Environmental studies department	\$ 500.00
Other funding from outside Cornell sources		
<b>Total money received (auto calculated)</b>		<b>\$2,480.00</b>

<b>Total Costs Minus Income (auto calculated)</b>		<b>\$928.00</b>
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<b>Tell us how much you are requesting (maximum amounts listed below)</b>		
<b>Fellows: Domestic \$3,400; International \$4,100</b>		
<b>Berry Career Institute Funding: Domestic \$1,500; International \$2,000</b>		<b>\$1,000</b>

This is where you tell us how much money you are requesting. Pay attention to maximums. It's okay to round up but we will generally not fund more than the actual costs that you will incur.