

1. **“Week of”**. List the date of the first work day of the week. Most commonly, this would be the Monday of that work week.

2. **Transportation**. This is the weekly tally of your internship-related commuting costs, plus any additional travel costs related to your internship. Students are expected to find and use the most cost-effective (and safe) modes of transportation available.

- If your commute involves driving, your mileage allowance will be at the rate of \$.58/mile (the rate the university allows for its employees travelling by private vehicle for university business). Enter the dollar amount for weekly mileage in the “Transportation” column for each week of your internship. Enter the actual mileage in the “Explanation” column for each week of the internship. Actual mileage can be derived from a source such as [Google Maps](#).
- If your commute involves public transportation, gather information from the relevant web site(s) about round-trip fares.
- If your travel costs involve a mix of transportation modes, combine the costs in the “Transportation” column for each week of your internship, but explain them separately in the “Explanation” column for each week of your internship.
- If you will have no out-of-pocket transportation costs related to your internship, enter “0” in the “Transportation” column for each week of your internship.

3. **Food**. Here you must use the same guidelines that the University has faculty/staff use who travel on business, which are also the US Government Service Administration’s guidelines for Federal employees travelling on official business: <http://www.gsa.gov/portal/category/100120>. These expense allowances vary by location and month of the year, and are listed on a per diem basis. In your expense projections, add up the daily costs and enter them as a weekly amount for each week of your internship.

4. **Housing**. Students are expected to find the most affordable, but safe, housing available in their internship location. Most commonly, this could be summer student housing at nearby colleges or universities, or housing options made available through well-established summer student internship housing programs. Internship grant allowances for housing will be guided by this assumption.

- Calculate any projected out-of-pocket housing costs on a weekly basis, and enter this dollar amount in the “Housing” column for each week of your internship. Do not include the amount of any refundable fees (e.g., a security deposit) that you are required to pay.
- Explain the housing arrangement in more detail in the “Explanation” column for each week of your internship (e.g., the organization through which you will arrange housing, rate you will be charged, any additional non-refundable housing-related fees that you must pay [e.g., utilities], etc.)
- If you will have no out-of-pocket housing cost related to your internship, enter “0” in the “Housing” column for each week of your internship. This would also be the case if your internship sponsor is providing housing for you, at no out-of-pocket cost to you.

5. **Weekly Expense Total(s)**. For each cell in the “Weekly Expense Total” column, insert the sum of projected costs for transportation, housing, and meals & incidental expenses for that week. For the cell

to the right of the "Sum of Projected Weekly Expense Totals" cell, insert the sum of the weekly expense totals.

**6. Additional non-weekly expense.** For these, enter the cost figure in the "Total" column, and a detailed explanation in the "Explanation" column. One example of such an allowable expense would be the transportation cost of one round-trip fare between home and your internship location if the location is not in your home town, and is far enough away from home that you could not realistically commute. Transportation from CMU to your home prior to the start of your internship would *not* be such an allowable expense, in that it would not be directly related to the internship; i.e., you would have incurred that cost anyway, independent of the internship.

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