

**Swarthmore College  
Externship Budget Worksheet**

<b>Expenses</b>	<b>Projected Daily Cost</b>	<b>Projected Total Cost</b>	<b>Actual Cost</b>
<b>Transportation</b>			
Airfare			
Mileage*			
Parking			
Public transportation			
<b>TOTAL Transportation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Meals**</b>			
Breakfast/day			
Lunch/day			
Dinner/day			
<b>TOTAL Meals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Miscellaneous/Other***</b>			
<b>TOTAL Miscellaneous/Other</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

\* Mileage rates for business travel ~\$0.54/mile

\*\*Per Diem rates for meals while traveling in US ~\$46.00/day

\*\*\*List each specific expense and cost