



Acceptable project expenses are those beyond the normal expenses of being a UConn undergraduate.

Normal Expenses:

- Tuition and fees (at UConn or any other institution)
- Personal expenses
- Commuting from home to campus during fall or spring semester; campus parking permit

Examples of items that might be a part of your budget:

Consumables

Think about each step in the process of working on your project, and anticipate your needs for supplies and materials. Expenses should be justified by their relation to the proposed work and documented to current costs.

Below are a few examples of expenses students have included in their budgets:

- Teaching materials
- Art supplies
- Research materials
- Lab supplies
- Printing costs
- Books or software (if not available through the Library or through UConn ITS)
- Building supplies
- Publicity materials
- Publishing costs
- Participant compensation
- Presentation costs
- Prototyping materials
- Small equipment such as recording devices
 - Equipment purchases must be pre-approved and may be subject to University purchasing requirements as well as University ownership of equipment once the project has ended. Purchase of durable equipment, such as computers, cameras, and microscopes, is not allowed.

When preparing your budget, you need to be detailed and specific. Use the broad categories above to guide your planning, but go into greater depth about the specific supplies and materials you will need and why those materials are necessary.

Hiring or compensating assistants or contractors for external services will be evaluated on an individual basis. Please discuss this with the program coordinator for guidance before applying to determine if your intended expenses are allowable.

Travel may be budgeted as part of a proposal if the travel is necessary for the proposed work. Common travel expenses are included below.

- Transportation, including vehicle fuel allowance, parking fees, taxi/shuttle/train or bus fare: Review information on the UConn [Travel Services website](#) for current mileage reimbursement rates. The mileage reimbursement rates and mileage charts provided on the Travel Services website will help you estimate your travel expenses.
- Airfare: Search the web to get an estimate of costs and use an average number for your budget. Take into account factors that may impact ticket prices, such as seasonal or holiday rates.
- Lodging: Review information on per-diem reimbursement rates on the [Travel Services website](#) to help you determine a reasonable estimate.
- Meals: Review information on per-diem reimbursement rates on the [Travel Services website](#) to help you determine a reasonable estimate.
- International Travel: If you plan to travel outside the U.S. you will need to research and factor in the costs for visas and immunizations (if applicable), and health insurance while abroad (available through UConn [Education Abroad](#)). Also consider how much you may need for expenses such as phone and internet access.

Important note for financial aid recipients:

If you are a financial aid recipient (including tuition waivers, residential assistant waivers, loans, grants, work-study employment), your financial aid package may be revised as a result of this award. Please contact the Office of Student Financial Aid Services at (860) 486-3474 to discuss how this might affect your financial aid package.