

2024 Graduate Student Career Accelerator Fund (CAF) Budget Worksheet

The following guidelines detail what can and cannot be included in your budget worksheet. Be sure to review the Example Budget available here: https://go.osu.edu/gradcaf_su2024.

*Will be evaluated on a case-by-case basis.

**Potential supporting documents are used to provide evidence of the expenses you list in your budget worksheet. These may be included in budget worksheet as links or attached as PDFs to application. Applicants are strongly encouraged to do so for budget items that exceed \$250.

Budget Category	Allowable Expense	Non-allowable Expense	Possibly Allowable Expense*	Potential Supporting Documents**
Transportation to Move to Internship Site; to travel to/from conference city	<ul style="list-style-type: none"> Flight; standard coach seat Luggage fees Bus/Train fare Car or truck rental fees Gas 	<ul style="list-style-type: none"> Early boarding or flight upgrades; in-flight WiFi or phone calls Purchase of a vehicle Repairs to a vehicle prior to move (e.g., oil change, new tires) Insurance for rental vehicles, air travel, or personal vehicle 		<ul style="list-style-type: none"> Link to or PDF of a quote for a flight, rental car, etc.
Other Moving Expenses	<ul style="list-style-type: none"> Moving boxes Furniture dolly rentals 	<ul style="list-style-type: none"> Pet sitting fees Relocation consultant fees Apartment finder fees 	<ul style="list-style-type: none"> Fees charged by a moving service 	<ul style="list-style-type: none"> Link to or PDF of quote for moving van.
Housing Costs – Leased or Subleased	<ul style="list-style-type: none"> Rent Utilities 	<ul style="list-style-type: none"> Security deposit Pet fees or deposit Furniture purchases 		<ul style="list-style-type: none"> PDF of lease showing weekly or monthly rent amount as well as total rent amount. If not subleasing through a landlord, you must obtain a copy of the original lease from the person from whom you are subletting.
Housing Costs – Non-Lease Arrangement	<ul style="list-style-type: none"> Extended Stay Hotel Airbnb Hotel 	<ul style="list-style-type: none"> Room service Laundry service 	<ul style="list-style-type: none"> Staying with family or friends; maximum reimbursement of \$250 month. Host must provide a letter or email indicating duration of your stay and amount they charged. 	<ul style="list-style-type: none"> Link to or PDF of a quote for accommodations
Food Costs	<ul style="list-style-type: none"> Groceries, dining out 	<ul style="list-style-type: none"> Alcohol Food purchased for others Pots, pans, or other food prep items 	<ul style="list-style-type: none"> Grub Hub and other food delivery fees 	

Apparel Required by the Internship/Activity	<ul style="list-style-type: none"> Professional attire Lab coat Safety gear 	<ul style="list-style-type: none"> Laundry service, dry-cleaning 		<ul style="list-style-type: none"> Copy of communication from internship site describing the apparel requirement. Link to or PDF of estimate/cost of apparel.
Commuting Costs to and from the Career Building Site (e.g., from hotel to convention center)	<ul style="list-style-type: none"> Parking pass at internship site (non-refundable) Public transportation fare cards (non-refundable) Bicycle or scooter rentals (weekly or monthly rental contracts) 	<ul style="list-style-type: none"> Limousine services Deposit fees for bicycle or scooter rentals 	<ul style="list-style-type: none"> Uber; cab fare (must be within reason – cannot take a cab to work on a daily basis) Meter fees at internship site Gas reimbursement 	
Other Expenses	<ul style="list-style-type: none"> Training program fees Professional organization membership fee Passport (purchase or renewal) Required Immunizations Country entry/exit fees 	<ul style="list-style-type: none"> New cell phone or phone plans Tuition for internship courses 	<ul style="list-style-type: none"> Art supplies Computer software 	<ul style="list-style-type: none"> Where possible, include a link to or PDF of expenses.