

2026 Graduate Student Career Accelerator Fund (CAF) Budget Guidelines

The following guidelines detail what can and cannot be included in your budget worksheet. Be sure to review two Example Budget Worksheets available here: https://go.osu.edu/ascgradcaf_su2026.

*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.

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	- Flight; standard coach/economy seat only - Luggage fees - Bus/Train fare - Car or truck rental fees - Gas	- 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		Link, PDF, or screenshot of a quote for a flight, rental car, train tickets, etc.
Other Moving Expenses	- Moving boxes - Furniture dolly rentals	- Pet sitting fees - Relocation consultant fees - Apartment finder fees	Fees charged by a moving service	Link, PDF, or screenshot of quote for moving van.
Housing Costs – Leased or Subleased	- Rent - Utilities	- Security deposit - Pet fees or deposit - Furniture purchases		- 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. - PDF or screenshot of anticipated utilities
Housing Costs – Non-Lease Arrangement	- Extended Stay Hotel - Airbnb - Hotel	- Room service - Laundry service	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.	Link to or PDF of a quote for accommodations
Food Costs	Groceries, dining out	- Alcohol - Food purchased for others - Pots, pans, or other food prep items	Grub Hub and other food delivery fees	

Apparel Required by the Internship/Activity	- Professional attire - Lab coat - Safety gear	Laundry service, dry-cleaning		- 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)	- Parking pass at internship site (non-refundable) - Public transportation fare cards (non-refundable) - Bicycle or scooter rentals (weekly or monthly rental contracts)	- Limousine services - Deposit fees for bicycle or scooter rentals	- Uber; cab fare (must be within reason – cannot take a cab/Uber/Lyft to work on a daily basis) - Meter fees at internship site - Gas reimbursement	
Other Expenses	- Training program fees - Professional organization membership fee - Required Immunizations - Country entry/exit fees	- New cell phone or phone plans - Tuition for internship courses	- Art supplies - Computer software	Where possible, include a link to or PDF of expenses.