**Lisa Ullmann Travelling Scholarship Fund**

**BUDGET TEMPLATE**

Please fill in the budget template below as part of your application. We require information on the **total costs** of your project, including those elements which LUTSF does not fund, so that we can assess the likelihood of your project taking place. Applications without full budget information will not be eligible for consideration by the panel.

**Please read the following before completing the budget template**.

* For expenditure (a) and (b) below, please provide **screenshots of on-line quotes** or **digital quotes from travel agents** to show how you have obtained costings for the travel costs you are applying to LUTSF to support. We cannot consider applications without these quotes.
* Please round all expenditure up to the nearest pound and income down to the nearest pound.
* Please identify income which is confirmed or unconfirmed in the relevant column in the income section.
* Remember, you can only apply to LUTSF for expenditure which falls into (a) or (b) below.

|  |  |  |
| --- | --- | --- |
| **EXPENDITURE** | **Amount** |  |
| **(a) Return travel from your main departure point to your main destination point** (eg air, ferry, coach, rail fares). Please state your journey and type eg Return Flight, Gatwick to Stockholm airports. | £ 998  (Current flight costs form BA) | International Return flight, direct, economy Heathrow - Tokyo |
| **(b) Return long distance connections in your destination country** (if relevant). Please state your journey e.g. Return Rail, Kolkata to Karimnagar, India | £0 | Covered by host organisation |
| **(c) Estimated local travel costs** (e.g. taxis, rail, metro, local bus connections) | £0 |  |
| \* from home to main departure point | £12 | London Heathrow (Metro) |
| \* in your destination country | £28 | Tokyo Haneda/Narita (Bus/ Metro) |
| (d) **Accommodation costs** (if any)  1. Covered by host organisation btw 22-29 June  2. Self- funded or will be supported by research fund of Goldsmiths 29 June- 2 July | £0  £216 | Covered by host organisation |
| (e) **Fees payable to host organisation** (if relevant) | £0 |  |
| (f) **Estimated subsistence and daily travel costs** (if not provided by host) | £0 |  |
| (g) **Visas and other expenses payable** - please itemise below  per diem including meals and telecommunications (25 per day) | £250 |  |
| **Total Budgeted Expenditure** | **£1504** |  |
|  |  |  |
| **INCOME** | **Amount** | **Confirmed / Unconfirmed** |
| LUTSF award applied for | £ 998 | Unconfirmed |
| Grants from other organisations - please provide details  (Goldsmiths College Research Fund, will apply in March) | £216 | Unconfirmed |
| Income from fundraising events or sponsorship | £0 |  |
| Other income - please provide details | £0 |  |
| Contribution from own funds | £290 | Confirmed |
| **Total Budgeted income** | £1504 |  |