

An Example of a Budget

This example is for a 4 week field trip to the kingdom of Syldavia¹ with fieldwork in the capital Klow and the regional town of Dbrnouk.

INCOME

<i>Item</i>	<i>Status</i>	<i>Amount</i>
UACES		£1,500
Contribution from the University of Oxbridge	Funding confirmed	£250
Bursary from the Syldavian Academy of Sciences and Humanities	Decision pending	£100
Self-funding		£150
	TOTAL	£2,000

EXPENSE

<i>Item</i>	<i>Source</i>	<i>Amount</i>
Return train from Oxbridge to London travelling with Virgin Trains	www.qjump.co.uk	£100
Return flight from London to Klow travelling with Syldair	www.opodo.com	£585
Return coach from Klow to Dbrnouk travelling with Syldavian National Coaches 100 khôrs	www.snc.sr	£30
An apartment in Klow for 1 month 3,250 khôrs/month	www.klowapt.sr	£325
3 nights at Hotel Dbrnouk 300 khôrs/night	www.hoteldbrnouk.sr	£90
Food 150 khôrs/day	Estimate	£420
Weekly bus pass in Klow 125 khôrs/week	www.klowbuses.sr	£50
Other costs that will be incurred but not covered by UACES funding: phone calls, visas, photocopying, stationery, newspapers, interpreters, library fees, printing etc.	Estimate	£400
	TOTAL	£2,000

1 GBP = 10 khôrs

The combined cost of food and local transport is calculated as £117.50 per week.

Amount of UACES used: **£1,500**

¹ <http://en.wikipedia.org/wiki/Syldavia>

Notes on preparing your budget

The budget is an opportunity for you to show us that you can plan and manage a field trip responsibly.

The amount of UACES funding is fixed at £1,500.

It is assumed that the figures in your budget are estimates. Therefore it is not necessary to quote amounts as a range (e.g. £100-£150). Just say £100 or £150, not both!

Do not over-complicate your application by including trips which fall outside of the funding period or for which you are not asking for funding.

The website is quite clear on what we are prepared to provide funding for – read it.

Do not use fantastical figures in your budget. A flight costing £1,000 indicates to us that you are not being cost-effective and that you have not bothered to research the costs involved. Be pro-active and use the internet to find out how much things will cost where possible.

The cost of living is different in different countries. In your budget you should apply a maximum of £140 per week towards the cost of food and local transport (combined). The £140/week is a maximum - depending on your destination, this amount may be lower. It is also expected that the longer the trip, the lower the overheads for food etc.

Finally, cost-effectiveness is a criteria in assessing your application. Does the cost of the accommodation reflect your status as a student? Can the trip be shortened, by arranging all the interviews prior to departure, and squeezing them into a shorter space of time? Is it more cost-effective to fly or to travel by train? Are you spending money on a well-defined trip with a specific objective?