

2021- 2022 Junior/Senior Budget Template

Directions:

Enter information only into green and red cells.

Course Release: Enter name, select \$4747 and semester.

Faculty Salary: Enter name and amount up to \$5000. Additional Rows can be added to the spreadsheet as needed. Please ensure that page settings are set for "Fit Sheet on One Page".

Check the calculations and the totals to ensure accuracy.

Course Release OR Faculty Salary	Faculty Name	Use Dropdown selection for Course Release Time (row 7 and 8) OR Enter Faculty Salary Amount (row 9)	SubTotal	Fringe Benefits/ Payroll Taxes 43%	Total	
Course Release (3WTUs) Request Use Dropdown selection		\$ -	\$ -	\$ -	\$ -	
Course Release Semester Use Dropdown selection		Semester				
Faculty Salary	W. Riley Casper	\$ 2,950.00	\$ 2,950	\$ 324.50	\$ 3,275	Faculty additional pay is charged the 11% which will be covered by the funds awarded.
Additional Faculty Salary		\$ -	\$ -	\$ -	\$ -	Faculty additional pay is charged the 11% which will be covered by the funds awarded.
Personnel SubTotal					\$ 3,275	(WTUs ARE Included in totals)

Consultant Services (Non-CSU Employee)	Estimated Hours	Hourly Rate		Total	Budget Narrative: Relevance to Project
		\$ -		\$ -	

Student/ Graduate Assistants (Use Dropdown selection)	Hourly Wage (\$14.00 min. wage)	# of Hours/Wk	# of Weeks	SubTotal	Payroll Taxes (7.65%)	Total	Student Assistant Pay Scale: 1. Must be hired through Auxiliary Service Corporation 2. Can work a maximum of 20 hours per week during the AY semesters. During the summer, students can work a maximum of 40 hours per week. <div style="display: flex; justify-content: space-between; font-size: small;"> Undergrad Graduate </div>
Student Assistant	\$ 16.00	10	10	\$ 1,600	\$ 122	\$ 1,722	Range I: Basic skills: \$14.00 - \$15.00 \$18.00 - \$19.00
Graduate Assistant	\$ -			\$ -	\$ -	\$ -	Range II: Some Exp: \$15.00 - \$16.00 \$19.00 - \$21.00
Student Assistant	\$ -			\$ -	\$ -	\$ -	Range III: Extensive Exp: \$16.00 - \$17.00 \$21.00 - \$23.00
Graduate Assistant	\$ -			\$ -	\$ -	\$ -	Range IV: Highly Exp: \$17.00 - \$20.00 \$23.00 - \$25.00
Other Personnel SubTotal						\$ 1,722	

Materials and Supplies	Cost		Total	Budget Narrative: Relevance to Project
	\$ -		\$ -	
	\$ -		\$ -	
	\$ -		\$ -	
	\$ -		\$ -	
Materials and Supplies Subtotal			\$ -	

Incentives (Cash/Gift Cards)	Cost	Quantity		Total	Budget Narrative: Relevance to Project
	\$ -			\$ -	

Travel	Airfare	Mileage (miles driven x \$0.575)	Expenses	Hotel	Registration Fees	Total	Budget Narrative: Relevance to Project
Conference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Workshops	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Travel Subtotal						\$ -	

Mileage	Total Miles	Mileage (miles driven x \$0.56)		Total	Budget Narrative: Relevance to Project
		\$ 0.560		\$ -	
Mileage Subtotal				\$ -	

Budget Total				\$ 4,997	
Remaining from maximum of \$5,000				\$ 3	