

Projects for Happiness

Instructions for Use of Budget Template

Student Leaders

This template was designated to improve both accuracy and convenience of student budget reporting for Projects for Happiness. It is designed to be updated daily or weekly, depending on the student's spending frequency.

By keeping up-to-date with budget entries, the student will be able to track his or her spending habits and adjust as necessary. Regular entries will also save the student time when they prepare their final project reports.

Project Expenses

Direct Equipment and Supplies: Equipment and supplies necessary for the direct implementation of the project and fulfilment of the project's mission. For example: construction materials, books, agricultural materials, start-up costs.

Marketing and Event Support: Materials used to support the project but not for the direct fulfilment of the project's mission. For example: marketing materials, infrastructure rental, media documentation materials, event support materials (i.e. refreshments).

Miscellaneous: Any additional project expenses that do not fall into the previous categories. For example: donations for project sustainability, incorporation fees, funding for continued research, etc.

Student Expenses

(Not exceeding 30% of total Expenses)

Travel: Expenses for car rentals, fuel and maintenance, public transportation and/or any other travel-related costs for the student team only.

Miscellaneous: Any additional personal costs that do not fall into the previous student expense categories.