

# Mathematics Clinic Project Budget Estimate Form

Department of Mathematics  
Harvey Mudd College

Fill out the following estimate for your Clinic project and turn it in to DruAnn Thomas. State all reasonable and expected expenses. On an attached page, state your explanation for each budgeted item with a justification for each estimate. Be sure to go over the list and justification with your faculty advisor and have it signed before turning it in for review by the Clinic Director.

Project Manager \_\_\_\_\_ Telephone \_\_\_\_\_

Clinic Advisor's Approval \_\_\_\_\_

Clinic Director's Approval \_\_\_\_\_

## Estimated Costs

Travel and Transportation	_____
Software	_____
Computer Hardware	_____
Books and other reference materials	_____
Consulting and consultant-related expenses	_____
Meals/refreshments (at business meetings; fixed)	\$200.00
Office Expenses	_____
Other (include explanation)	_____
<b>GRAND TOTAL</b>	_____

Teams will be reimbursed for meals only when both the faculty advisor(s) and liaison(s) are present. Exceptions must be approved by the Clinic Director.

Any other anticipated expenses should be listed on the other side of this form.

## Explanation of Estimated Budget Form

1. You are required to submit a separate sheet explaining each budgeted item and a justification for each estimate. For example, if you need specialized software, explain what it is and why you think you will need it. If other similar but less expensive products are available, explain why you need the more expensive product. If you need travel and transportation funds, explain where you need to go and why, and how you arrived at your estimated travel expenses. For example, explain the per diem amount for food (and lodging if required). And provide evidence that your estimates are based on competitive pricing.
2. After final approval of your budget by the Clinic Director, your project manager may purchase budgeted items from those categories for which the total cumulative cost does not exceed \$500, excepting consulting and consultant-related charges (all consultant-related costs require the Clinic Director's approval) and computer hardware and software (which requires the approval of the department's IT Analyst).
3. To be reimbursed for any purchase, the item must be budgeted and you must present the original receipt for the purchase **within 30 days of the purchase or trip** to the Clinic administrative aide. Items that are not budgeted are not reimbursable.
4. Reimbursements for meals are limited to those meals where both your advisor(s) and liaison(s) are present. Exceptions must be approved by the Clinic Director. Total meal expenses for the academic year are capped at \$200.
5. Computer software and hardware must be approved by the department's IT Analyst.
6. The Clinic Director's specific written approval is required for any expenditure in a category for which the total budget exceeds \$250 or for any consulting and consultant-related charges.
7. If in the course of your Clinic you find that you have underestimated your budget, you may resubmit a supplemental budget request form. This form is identical to the Estimated Budget Form, but the attached justification must include (1) a statement that your request is supplemental to a prior approved budget, and (2) an explanation for your cost overrun. Be sure to include a copy of your previously approved estimated budget(s).
8. Remember: A supplemental budget request may be denied. Don't take chances on overspending with the expectation that you will be reimbursed.
9. Clinic teams are expected to keep track of their own budgets (using spreadsheets, registers, or other means).

More details about preparing your budget are available in the Clinic Handbook.