



Budget Form

Reproductive Health Externship

Please answer to the best of your ability. Inclusion of expenses on this form is not a guarantee they will be reimbursed, and individual determination is made on a case-by-case basis. This form must be submitted at least 4 weeks prior to externship start date.

Name

Medical School

First Name

Last Name(s)

Training Site Name

Training Site Location

Externship Start Date:

Externship End Date:

Estimated Expenses

All expenses must be documented with receipts at the end of the externship. Please reach out if you have any questions about what qualifies as appropriate documentation.

- 1. Travel expenses (from home city to externship location).** If you've made externship arrangements in a location you will have to travel to (other than the location of your medical school or permanent address), please explain why you choose to travel to this location. This will be airfare, train fare, or estimated mileage you will drive from your home city to the host city. If you expect tolls on your drive, please include that estimate.
- 2. Housing expenses during completion of the externship.** MSFC cannot provide funding for current housing costs, only those costs accrued as a direct result of participation in the program (hotel stay, room rental, subletting, etc.).
- 3. Public transit/commute expenses.** List daily costs of travel from housing to host site. This can be public transit fares (bus, train, subway, ferries, etc.), car fares, or estimated mileage you will drive. If there will be tolls or parking fees, include those as well. Please note, we will reimburse driving based on mileage and cannot accept gas receipts.
- 4. Application/training fees required for this externship.** Be specific about the purpose of the fee, the total amount, and who the fee is paid to.
- 5. List any other expenses not included above that you will incur as a direct result of this externship.** Please note, MSFC is unable to reimburse for the costs of food, meals, clothing or general supplies.
- 6.** Please explain what other financial resources, if any, you have available to support your externship.

Please email the completed form to externs@msfc.org at least 4 weeks prior to the externship start date. Submission of budget does not confirm your determined reimbursement. Once submitted, your budget will be reviewed along with your complete application, and we will reach out with any questions before notifying you of the final reimbursement determination.