

# Budget Planning for International Programs

PI Name:

RASCAL #:

Date of Form:

Proposal Due Date:

Items	Central Resource	Assessed adequate allocation:			
		Yes	No	N/A	Comments
<b>Set up Costs</b>					
Registration fee (if applicable)	OGC/ Procurements				
Local legal counsel (initial and on-going)	OGC/ Procurements				
Local accounting service (initial and on-going)	OGC/ Procurements				
Business consulting	OGC/ Procurements				
Payroll/Benefit services (initial and on-going)	OGC /Procurements				
Initial capital requirements	OGC/ Procurements				
<b>On-going Costs</b>					
Travel costs	Procurements				
On-going legal and consulting fees (see above)	OGC/ Procurements				
Translation costs (if applicable)	OGC/ Procurements				
Taxes (particularly VAT and import/export duties)	OGC/ Controller (Tax)				
Shipping costs	Procurements				
Real estate leases and renovations	OGC/ Procurements				
Security and maintenance	Procurements				
Salaries and benefits, locally customized	OGC/H.R.				
Employment allowances	H.R.				
Insurance	OGC/Treasury				
Vehicles and other transportation cost	OGC/Procure.				
Adjust budget re: significant currency fluctuation	OGC/Treasury				
Banking service charges (such as wire fees)	OGC/Treasury				
<b>Close-out Costs</b>					
Repatriation of records and other materials	OGC/Treasury				
Recover any unspent funds that may remain at project's end (consider gov. restrictions)	OGC/Treasury				
HR costs	OGC/H.R.				
<b>Others</b>					
Contingent budget for unexpected items	OGC/SPA				