

PERS FY24 Budget Template

Project Title:

Faculty Name (PI):

Faculty Name (Co-PI):

Faculty Name (Co-PI):

Student Name: _____ UIN: _____

Student Name: _____ UIN: _____

Student Name: _____ UIN: _____

Student Name: _____ UIN: _____

Student Name: _____ UIN: _____

College & Department: _____

PERS Project Dates: 05/01/24 - 08/31/24 (Expenses must be processed and paid by 8/17/24)

PERS account number assigned: 208680-24 _____

Budget Categories	Desc.	9 or 12 mo	Another Summer Appoint Y/N	Budget Amount
Personnel				
Faculty Research Pay	Faculty allowed one course equivalent release pay for project; no additional payment/ summer session / No Stipends allowed due to higher tax rate charged to employee			
Faculty				\$ -
Faculty Fringe	Estimate 35% of salary			\$ -
Faculty				\$ -
Faculty Fringe	Estimate 35% of salary			\$ -
Faculty				\$ -
Faculty Fringe	Estimate 35% of salary			\$ -
Total Faculty				\$ -
Students must be hired through normal hiring process and complete student employee training before starting work.				
Undergraduate pay: \$16 hr / 20 hrs week max / 10 wk summer appointment limit. Graduate Assistant pay: \$21 per hr / 20 hrs week max / 10 wk summer appointment limit. May 1st - August 17th (code: U7762 "Student Worker Special")				
Student Research Pay	Name	UG or GA	New Hire Y/N	Budget Amount
Student				\$ -
Student Fringe (8% of wage)				\$ -
Student				\$ -
Student Fringe (8% of wage)				\$ -
Student				\$ -
Student Fringe (8% of wage)				\$ -
Student				\$ -
Student Fringe (8% of wage)				\$ -
Student				\$ -
Student Fringe (8% of wage)				\$ -
Student				\$ -
Student Fringe (8% of wage)				\$ -
Total Student				\$ -
Total Personnel				\$ -
Travel				
Mileage	State rate: \$.67 cents per mile			\$ -
Gas receipts	Gas reimb option w/ receipt			\$ -
Food & Beverage (no alcohol)	State rate for area (tip 20% max)			\$ -
Total Travel				\$ -
Materials & Supplies (no equipment)				
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Materials & Supplies				\$ -
Other (labs/animals/conference fees)				
				\$ -
				\$ -
				\$ -
				\$ -
Total Other				\$ -
Total Budget				\$ -

Obtain state tax exemption certificate for transactions from Administration or TSU travel website.
Purchases should be handled through Departmental Administrator on P-cards for timely delivery & payment.
Student wages cannot be transferred and used toward Faculty stipends or additional pay.

Budget Specialists review & approval: _____

Department Head Approval: _____

Dean Approval: _____

All sign and date before submission to: research@tarleton.edu

RIED Approval: _____