

International Budget Checklist

This tool was created to assist departments and colleges with international budget considerations. It is not all inclusive and not everything is applicable to all projects.

	<u>Included</u>	<u>N/A</u>
1. <u>MSU Personnel (Salaries, AN, AY, SU)</u>		
a. MSU Program Director	<input type="checkbox"/>	<input type="checkbox"/>
b. Chief of Party	<input type="checkbox"/>	<input type="checkbox"/>
c. Key Personnel	<input type="checkbox"/>	<input type="checkbox"/>
d. Project Administrator	<input type="checkbox"/>	<input type="checkbox"/>
e. Graduate Assistant	<input type="checkbox"/>	<input type="checkbox"/>
f. Other Personnel _____	<input type="checkbox"/>	<input type="checkbox"/>
g. EBD-Employee Biographical Data Sheet/AID 1420-17	<input type="checkbox"/>	<input type="checkbox"/>
2. <u>MSU Short Term Technical Assistance (STTA)</u>		
a. Faculty (AN, AY, SU)	<input type="checkbox"/>	<input type="checkbox"/>
3. <u>Fringe Benefits</u>		
a. MSU Program Director %	<input type="checkbox"/>	<input type="checkbox"/>
b. MSU Chief of Party %	<input type="checkbox"/>	<input type="checkbox"/>
c. Key Personnel %	<input type="checkbox"/>	<input type="checkbox"/>
d. Project Administrator %	<input type="checkbox"/>	<input type="checkbox"/>
e. Graduate Assistant (Health Benefits)	<input type="checkbox"/>	<input type="checkbox"/>
f. STTA Faculty (AN, AY, SU) %	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>Overseas Allowances</u>		
a. Cost of Living Allowances:		
➤ Post (Cost of living), "COLA"	<input type="checkbox"/>	<input type="checkbox"/>
➤ Education Allowance	<input type="checkbox"/>	<input type="checkbox"/>
1. Ages of children _____		
b. Recruitment and Retention Incentives:		
➤ Post Hardship Differential	<input type="checkbox"/>	<input type="checkbox"/>
➤ Danger Pay Allowance (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
c. Quarters Allowances:		
➤ Living Quarters Allowance	<input type="checkbox"/>	<input type="checkbox"/>
➤ Temporary Quarters Subsistence Allowance	<input type="checkbox"/>	<input type="checkbox"/>
5. <u>Domestic Travel (for all personnel travelling)</u>		
a. Mileage	<input type="checkbox"/>	<input type="checkbox"/>
b. Car Rental	<input type="checkbox"/>	<input type="checkbox"/>
c. Airfare	<input type="checkbox"/>	<input type="checkbox"/>
d. Railway	<input type="checkbox"/>	<input type="checkbox"/>
e. Per diem (M&IE, lodging)	<input type="checkbox"/>	<input type="checkbox"/>
f. Ground transportation/Airport parking	<input type="checkbox"/>	<input type="checkbox"/>
g. Other miscellaneous (communication, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
6. <u>International Travel (for all personnel travelling)</u>		
a. Airfare: US-XXXX	<input type="checkbox"/>	<input type="checkbox"/>
b. Per diem (M&IE, lodging)	<input type="checkbox"/>	<input type="checkbox"/>
c. Ground transportation/Airport parking	<input type="checkbox"/>	<input type="checkbox"/>
d. Passports (usually not allowable-refer to RFP)	<input type="checkbox"/>	<input type="checkbox"/>
e. Medical (country specific medication required for travel)	<input type="checkbox"/>	<input type="checkbox"/>
f. Other miscellaneous (communication, in-country transportation, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
g. DBA insurance (2% on salaries, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
h. HTH insurance (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

International Budget Checklist

	<u>Included</u>	<u>N/A</u>
i. Vaccines/Immunizations	<input type="checkbox"/>	<input type="checkbox"/>
j. Visa Costs	<input type="checkbox"/>	<input type="checkbox"/>
k. Personal Effects (Storage Insurance, Air freight)	<input type="checkbox"/>	<input type="checkbox"/>
l. Emergency Evacuation	<input type="checkbox"/>	<input type="checkbox"/>
m. Employees living overseas (only when applicable)	<input type="checkbox"/>	<input type="checkbox"/>
➤ Moving Expenses	<input type="checkbox"/>	<input type="checkbox"/>
➤ Dependent Travel	<input type="checkbox"/>	<input type="checkbox"/>
➤ Transportation		
○ Airfare	<input type="checkbox"/>	<input type="checkbox"/>
○ Ground transportation/parking	<input type="checkbox"/>	<input type="checkbox"/>
○ Baggage	<input type="checkbox"/>	<input type="checkbox"/>
○ Meals and Incidentals (M&IE)	<input type="checkbox"/>	<input type="checkbox"/>
7. <u>Participant Support Costs</u>	<input type="checkbox"/>	<input type="checkbox"/>
8. <u>Chief of Party/Key Personnel</u>		
a. Home Leave (after 18 months of continuous service at post)	<input type="checkbox"/>	<input type="checkbox"/>
b. R&R (serve at post min. two years unbroken by home leave)	<input type="checkbox"/>	<input type="checkbox"/>
9. <u>Subcontracts</u>		
a. Budget	<input type="checkbox"/>	<input type="checkbox"/>
b. Budget Justification	<input type="checkbox"/>	<input type="checkbox"/>
c. Statement of Work	<input type="checkbox"/>	<input type="checkbox"/>
d. Signed Sub-Recipient Commitment Form	<input type="checkbox"/>	<input type="checkbox"/>
e. Copy of Negotiated Indirect Cost Rate Agreement, or de minimus rate	<input type="checkbox"/>	<input type="checkbox"/>
f. Current Audit Report (within last 21 months)	<input type="checkbox"/>	<input type="checkbox"/>
g. Check in System for Award Management (debarred/excluded party)	<input type="checkbox"/>	<input type="checkbox"/>
10. <u>In-Country Office (if applicable)</u>		
a. In-country Office Director	<input type="checkbox"/>	<input type="checkbox"/>
b. In-country staff or field staff	<input type="checkbox"/>	<input type="checkbox"/>
c. Office space rental	<input type="checkbox"/>	<input type="checkbox"/>
d. Telephone/fax/internet	<input type="checkbox"/>	<input type="checkbox"/>
e. Express mail service	<input type="checkbox"/>	<input type="checkbox"/>
f. Photocopy (monthly)	<input type="checkbox"/>	<input type="checkbox"/>
g. Misc. office supplies including detergents	<input type="checkbox"/>	<input type="checkbox"/>
h. Office computers, printers, fax machine	<input type="checkbox"/>	<input type="checkbox"/>
i. In-country consultants	<input type="checkbox"/>	<input type="checkbox"/>
j. In-country travel for field staff (per diems, lodging)	<input type="checkbox"/>	<input type="checkbox"/>
k. Severance and 13 month pay, when applicable	<input type="checkbox"/>	<input type="checkbox"/>
11. Equipment	<input type="checkbox"/>	<input type="checkbox"/>
12. <u>Other Direct Costs</u>		
a. Materials and Supplies	<input type="checkbox"/>	<input type="checkbox"/>
b. Copy/Print Services	<input type="checkbox"/>	<input type="checkbox"/>
c. Publications	<input type="checkbox"/>	<input type="checkbox"/>
d. Consultants/Contractors (translators, field workers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
e. Vehicle, long-term rent or own	<input type="checkbox"/>	<input type="checkbox"/>
➤ Maintenance (oil change, tires, brakes, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
➤ Insurance	<input type="checkbox"/>	<input type="checkbox"/>

International Budget Checklist

- | | | |
|---|--------------------------|--------------------------|
| ➤ Shipping cost (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Licenses | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Gas | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ Other fees | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Foreign auto physical damage insurance | | |
| g. Workshop/facility cost (food, room rental) | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. <u>Facilities and Administrative Cost (F&A)/Indirect Costs</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. <u>Budget Justification:</u> | <input type="checkbox"/> | <input type="checkbox"/> |