



## Budget Worksheet (BWS)

An Additional Help Document for ADS Chapter 253

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## Budget Worksheet for Participant Training Programs (5/16/2014)

This worksheet is a tool for calculating total training cost. It includes typical cost elements and provides a common base for all implementers involved in participant training and exchange visitor programs. The Budget Worksheet should be retained by the contractor / implementer as a reference in the event of an audit, and a copy should be shared with the Sponsoring Unit COR or AOR. Budgeted and actual Program Costs data should be entered into TraiNet. Budgeted and actual Administrative Costs data should not be entered into TraiNet.

Contractor / Implementer:		USAID Mission or AID/W:	
<b>Name of Program:</b>		<b>No. of Participants:</b>	
<b>Venue (IC/TC/US):</b>	<b>Start/End Dates:</b>		
<b>Type (Acad. Degree/Acad. Non-Degree/S-Term Technical/Study Tour/other):</b>			
<b>Program Costs (ENTER IN TRINET)</b>	Budgeted Amount	Actual USAID Cost	Non-USAID Cost Share
<b>Instructional Costs</b> Including: <ul style="list-style-type: none"> <li>● published tuition and fees</li> <li>● books and materials</li> <li>● equipment, supplies</li> <li>● internet access fees</li> <li>● thesis / dissertation expenses</li> <li>● seminar /conference/workshop registration fees</li> <li>● professional society membership fees,</li> <li>● journal and media subscriptions</li> <li>● tutors, interpreter</li> <li>● book shipment</li> <li>● supplemental enrichment program</li> </ul>			
<b>Participant Costs</b> Including: <ul style="list-style-type: none"> <li>● maintenance allowances and per diem</li> <li>● health and accident insurance coverage</li> <li>● medical examination fees</li> <li>● visa or exchange visitor status fees, if any</li> <li>● tax set-aside (15% for short-term, 30% for long-term)</li> </ul>			
<b>Participants Travel</b> including: <ul style="list-style-type: none"> <li>● international travel costs (air, train, bus)</li> <li>● travel to training site</li> <li>● travel to attend approved professional conference</li> </ul>			
<b>Subtotal</b>			
<b>Administrative Costs* (DO NOT ENTER IN TRINET)</b>	Budgeted Amount	Actual USAID Cost	Non-USAID Cost Share
<b>Implementer Costs</b> Including: <ul style="list-style-type: none"> <li>● salaries</li> <li>● fringe benefits</li> <li>● staff travel</li> <li>● consultant fees</li> <li>● equipment</li> <li>● indirect costs</li> </ul>			
<b>Subtotal</b>			
<b>TOTAL</b>			
*Administrative Costs: A prorated amount of the implementer's overall direct and indirect cost that is associated with implementation of the training program in reference.			

1. **Cost Items** - Includes all of the line items that have an identifiable or associated budget implication.

2. **Budgeted Amount**- Includes the Implementer's best *pre-training* calculation of the total program cost based on the training

objective, training provider's input, published or negotiated instructional costs and other authorized program requirements, and USAID ADS 253 allowance structure. As a best practice, budget data is to be reported in TraiNet before the program begins.

3. **Actual Cost to USAID** - Includes post-training adjustments (plus/minus) to the budgeted costs. Actual cost data must be reported in TraiNet after the program ends, in accordance with USAID policy.

4. **Non-USAID Cost**: Costs shared by the Employer, the Participant, Training Provider/University, or other entity, including: airline fare, health examination fees, continued payment of salary during training period, instructional costs, tuition/fee waivers, home stays, etc.