



1. A per diem is considered what type of expense?
 - a. Program expense
 - b. Administrative expense
 - c. Miscellaneous expense
2. Fill in the blank: Most donors require administrative costs to be under ____% of the total budget.
3. Please think about a method that can make your budget more transparent, aligning with the idea of “human rights begin at home.”
4. You have been looking for new office space for weeks and finally found a small activity center in a local CDC. In order to rent it, you have to invite the CDC director to dinner. Where does the cost of the dinner go in your budget?
5. You started a program of anti-discrimination and anti-stigma against PLHIV with the support of Fridrick Foundation. This program can support a small part of your administrative costs. If this program takes up 18% of your total work time, how much, as a percentage, can this program account for in your office rental?