Florida Atlantic University (FAU) sponsors dozens of study abroad programs each year for students. The most common format used by our students is the FAU faculty led program, where the faculty is paid to teach a course by their department and the faculty leader program costs are charged to the students enrolling in the course. In recent years the variety and range of costs used by faculty to lead study abroad programs have increased and become more complex. Exchange rates are fluctuating, prices are going up and the costs to students are escalating. We see the need to establish some guidelines and in some cases a maximum allowed expense that the faculty can charge to the program fee. As Study Abroad program costs rise, it is essential we be mindful of the need to keep costs down so students can afford to participate. A SAP with a high cost will be harder to recruit for and risks not making enrollment.

**Flights:**

Faculty can decide to organize group flight if they feel they can get a competitive ticket price, or they can instruct students to fly independently to the program site by a mandatory start date. Faculty should search for affordable airfare options through online sites such as Orbitz, Priceline and Expedia. Consideration should be given to departure and arrival cities, connections and flight times when weighing cost options. Faculty should refrain from considering only one airline option in order to secure personal frequent flyer miles.

No air tickets should be purchased until the program has been confirmed having enrolled sufficient numbers of students. OIP and the department/college will confirm all financial arrangements. Early recruitment of students can allow a SAP to reach the minimum needed for approval earlier and thus allow for cheaper tickets to be purchased.

www.kayak.com offers easy comparisons of cost effective flights.

**Housing:**

Faculty need to explore a range of housing options depending on how long they are abroad. Many overseas universities offer access to residence halls and dormitories for reasonable rates in the summer. Some FAU partner schools may be able to assist in this area too; contact OIP for information on partners in your target location. Hostels abound in Europe with some excellent pricing for students. Hotels, when used, should be clean, safe and comfortable but not exhorbitant in price and range (2 and 3 star hotels are the max that should be used).

For those staying abroad for longer time periods, extended furnished apartments offer good price and value, since the faculty and students can cook in a kitchen and save money on meals as well.

OIP recently found three cost of living averages for selected prime target cities; we will keep these costs in mind as we move forward to map out housing costs for SAPS. Faculty are encouraged to search for rental costs in the target city you are planning to run the SAP.

<table>
<thead>
<tr>
<th>Rent Per Month (Madrid)</th>
<th>Avg.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment (1 bedroom) in City Centre</td>
<td>838 €</td>
</tr>
<tr>
<td>Apartment (1 bedroom) Outside of Centre</td>
<td>550 €</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rent Per Month (Paris)</th>
<th>Avg.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment (1 bedroom) in City Centre</td>
<td>1292 €</td>
</tr>
<tr>
<td>Apartment (1 bedroom) Outside of Centre</td>
<td>800 €</td>
</tr>
</tbody>
</table>
Rent Per Month (Venice)  
Apartment (1 bedroom) in City Centre  725 €  
Apartment (1 bedroom) Outside of Centre  433 €

Rent Per Month (London)  
Apartment (1 bedroom) in City Centre  950 £  
Apartment (1 bedroom) Outside of Centre  716 £

Rent Per Month (Peru)  
Apartment (1 bedroom) in City Centre  $447  
Apartment (1 bedroom) Outside of Centre  $300

Meals Abroad:

Look for options where breakfast is included in the lodging costs (especially true for Europe). Then plan for a reasonable per diem for lunch and dinner. Faculty in lodging with kitchen access will be expected to cook most meals in their lodging and ask for a lower food allowance.

Per Diem (most programs of three or more weeks):
The norm used on most SAPS will be $36.00/day (the same as when traveling in the USA); faculty should also consider taking only ½ of this since you can cook abroad. Remember as well that faculty are being paid to teach, just as you would if teaching on campus, and you would use your income to buy food at home.

Per Diem (short programs and/or expensive city):
In some cases when on short programs that move frequently from city to city and/or you are in a hotel without kitchen access, you may need to have more per diem funding. Faculty in these situations need to strike a compromise between the international per diem allowed and the domestic rate of $36/day. Remember – your costs are passed onto the students and more students are asking for program cost breakdowns to better understand their SAP costs.

Cell Phone Costs:  $50.00/week maximum

Cell costs have sky rocketed in the last 2 years. There are multiple options out there depending on where you are traveling. The cell costs to be reimbursed are meant to be program related costs only. It is not meant to support a person’s personal cell calls for the entire program period. Faculty should consider ways to a) reduce cell costs and b) track program related calls separately from personal calls. OIP will not reimburse for cell costs in excess of $50/week unless extraordinary costs arise due to a student emergency and it can be shown it is a program related charge.

PICCELL offers cell phone rentals at reasonable rates for students and faculty.

AT&T International Call Plan $6.00/month leads to reduced minute pricing for the time you are abroad.

Phone Cards in Europe – this can be very costly and there is no way to track the calls made to verify they are program related.