

# Estimated Program Expense Template

## Faculty-Led Study Abroad Program Budget Planning

### I. Program Provider/Vendor Costs

*Include estimates from contracted vendors*

**Instructions:** Describe each item and include whether the rate is per individual or group. If a provider offers a bundled price, enter it in the first row.

Category	Description (individual or group rate)	Estimated Cost (USD or local currency)
Total Cost (If Provided)	Full program cost from provider/vendor	
Faculty Housing		
Student Housing		
Activities		
Excursions		
Group Meals		
Public Transportation Passes		
Other Local Transportation		
Additional Provider (if any)	Specify if multiple vendors are used	
Additional Comments		

*Note: Please specify in the description whether each item is priced per individual or group. If the provider offers a total package, enter it above. If faculty are coordinating components independently, itemize costs below.*

### II. Travel Expenses (Faculty Leader, Co-Leader, Program Assistant)

Expense Category	Faculty Leader	Co-Leader	Program Assistant
International Airfare			

Luggage Fees			
Airport Transportation			
Meal Per Diem			
International Call/Data Plan			
Other Travel Expenses			

*Meal Per Diem Note:*

- \$36/day for programs of 15+ days with kitchen access.
- Higher rates may apply for programs 14 days or fewer, or for hotel stays without kitchens, depending on location.

### III. Teaching Salary and Instructional Support

Role	Is Salary Budgeted in Program (Y/N)	Estimated Amount (USD)
Faculty Leader		
Co-Leader		
Program Assistant		
Other		

*Note: Leaders should consult with their college/department to determine if salaries need to be included in the program budget, especially for the co-leader or assistant role.*

### IV. Other Anticipated Expenses

Category	Description	Estimated Cost (USD or local currency)
Program Materials		
Classroom or Venue Rentals		
Guide or Interpreter Fees		
Other (specify)		

## **V. Additional Notes**

- Education Abroad will use this information to build the final program budget.
- The finalized budget will be reviewed and confirmed with the faculty leader before advertising program fees.
- Additional required expenses (added by Education Abroad):
  - CISI international medical insurance for all participants
  - Student contingency and emergency funds
  - Touchnet payment processing fees