

## FACULTY-LED PROGRAM BUDGET WORKSHEET INSTRUCTIONS

The faculty-led program budget worksheet has been modified to include formulas for easy and accurate calculation of per-student costs. Please follow the guidelines below and contact the Study Abroad Office (SAO) if you have any questions.

If your program involves travel to more than one country, please use the primary location as your program location and select the currency that is stronger relative to the US dollar for the exchange factor. Use the faculty program notes section to list all locations.

The budget worksheet is designed to serve as an estimate to aid SAO in finalizing program budgets. SAO staff will work with each APD if adjustments are needed. Once the budget is approved, any requests to change program scope or budget must be approved by the associate director of study abroad.

**IMPORTANT:** Gold cells are locked from editing to prevent users from overwriting the cell formula. Values are automatically calculated based on the information provided in tan color cells. It is expected that there may be some expenses specific to each program. Those expenses need to be clearly identified in the appropriate budget section. Expenses not indicated in the budget worksheet will not be approved.

**IMPORTANT:** For some expenses, you may either record the total cost or the cost by line item, but you must do one or the other. For example, if you provide the total program fees in cell C30, do not then provide the cost breakdown, as well.

### PROGRAM DETAILS SECTION

**Academic Program Director (APD):** Enter the academic program director's name.

**Program Location:** Select the country location from the dropdown menu. You must select the cell for the dropdown menu arrow to appear. If your program takes place in multiple countries, select either the primary country or the country with the strongest currency relative to the US dollar.

**Number of Program Providers:** Record the number of providers the university will be expected to make payment to for services. The APD should be included in the number of providers if he or she plans to cover any group travel expenses.

**Name of Provider 1-5:** Please list the name of each provider. Please record a provider name as "faculty" if the APD is planning on covering any group travel expenses.

**Currency:** Select the program country currency from the dropdown menu. You must select the cell for the dropdown menu arrow to appear. If your program takes place in multiple countries, select either the currency of the primary country or the currency of the country with the strongest currency relative to the US dollar.

**Exchange Factor:** This cell will automatically populate based on the currency selected.

**Daily Per Diem Rate Used:** This cell will automatically populate based on the program location.

**Date Program Departs the United States:** Enter the date the program departs the United States or the date the students are expected to arrive in-country.

**Date Program Returns to the United States:** Enter the date the program returns to the United States or the date the students are expected to arrive back in the United States.

**Trip Length:** The trip length will automatically calculate based on the travel start and end dates provided. The trip length formula includes the ending date.

**Anticipated Number of Students:** For existing programs, please enter a reasonable estimate of student participants. For new programs, the anticipated number of students should be the minimum number of students required for the program to run.

**Number of Faculty:** Only include in this cell those who will be the instructor-of-record on courses taught in the study abroad program.

**Number of Program Assistants:** Include anyone assisting with the program but does not have a teaching responsibility.

**Total Number of Participants:** The total number of participants will automatically calculate based on the number of students, faculty, and program assistants.

## CALCULATING THE COST OF THE PROGRAM

There are three components that make up the total program cost. The first component is **the program fee**, which is comprised of the sections labeled group travel expenses, faculty travel expenses, program assistant travel expenses, and operating expenses. The second component is **student travel expenses**. These are expenses that students are responsible for paying directly and are not included in the tuition and fees billed to the student's University account, e.g., airfare to/and from program, meals, personal travel while in-country, etc. The final component is **tuition and fees**, which includes study abroad tuition, the study abroad application fee, and the travel insurance fee.

Each APD assists in program budget development by providing reasonable estimates in the first component (program fees), which includes group travel expenses, faculty travel expenses, program assistant travel expenses, and operating expenses.

### Group Travel Expenses

Use this section to record any group costs arranged by a provider or the faculty APD and paid directly by the university. The total cost will be calculated automatically based on the anticipated number of students. Program expenses typically include room and board, local transportation, and excursions. You may either record the total cost or the cost by line item, but you must do one or the other. For example, if you provide the total program fees in cell C30, do not then provide the cost

breakdown, as well.

Expenses recorded in this section should not include any faculty or program assistant travel expenses unless they are included in the fee paid to a provider. Expenses that could be categorized in the operating expenses section should not be included in this section.

**IMPORTANT:** Please be sure to identify who is providing each service using the dropdown menu. This menu is populated from the provider names recorded in the program details section.

### **Faculty Travel Expenses**

Use this section to record any faculty travel expenses. Any group travel costs should not be included in this section. Only record the per-faculty cost. The total cost will calculate based on the number of faculty. Total cost will be divided by the anticipated number of students to calculate a cost per student. You should record the full cost of travel per faculty member. If needed use the line item labeled cost reductions to record any savings, e.g., meals covered in provider fee, group meals, costs covered by academic department or other external source, costs absorbed by faculty, etc.

Do not include in this section any faculty travel expenses covered by a program provider. Those costs should be included in the group travel expenses section. For example, if the program provider fee includes lodging for faculty, that cost may be recorded either in the room and board line or itemized under other in the group travel expenses section.

### **Program Assistant Travel Expenses**

Use this section to record any program assistant travel-related expenses. Any group travel costs should not be included in this section. Only record the per-program assistant cost. The total cost will calculate based on the number of program assistants. Total cost will be divided by program anticipated number of students to calculate a cost per student.

Do not include in this section any program assistant travel expenses covered by a program provider. Those costs should be included in the group travel expenses section. For example, if the program provider fee includes lodging for program assistants, that cost may be recorded either in the room and board line or itemized under other in the group travel expenses section.

### **Operating Expenses**

The primary purpose of this section is to record expenses that are not travel-related. Typical expenses include program assistant stipends, food for pre-departure meetings, printing costs, equipment purchases, gifts for hosts, etc. A good rule of thumb is to include costs incurred prior to departure, otherwise record the cost in one of the travel expenses sections.

### **Faculty Program Notes**

Please use this section to provide any information that will assist SAO in finalizing the program budget.