# BUDGET WORKSHEET FOR FACULTY-LED OVERSEAS PROGRAMS

This worksheet will help you determine the estimated per-student cost of your proposed program.

## Fixed Costs:

1. Program leader(s) salary & benefits, if not absorbed by the college or department
   - Program director’s salary and benefits $______
   - Assistant program director’s salary and benefits $______
   - Subtotal: $______

2. Program director’s expenses
   - Housing $______
   - Meals (exclude group meals) $______
   - International travel $______
   - In-county travel and the cost of excursions and program events $______
   - International health insurance, emergency evacuation insurance; ITIC $______
   - Local pay-as-you go cell phone and usage (if required to purchase) $______
   - Subtotal: $______

3. Assistant program director’s expenses (copy and insert director expense items from above)
   - Total fixed costs: $______
   - Total fixed costs per participant (total divided by the anticipated number of participants) $______

## Per Student Costs

1. Administrative costs (incurred in planning and conducting the program) $______

2. On-site per student cost
   - Housing $______
   - Some or all meals $______
   - Ground transportation from/to airport $______
   - Field trips and excursions (provide details on separate sheet) $______
   - In-country travel (provide details on separate sheet) $______
   - On-site administrative and/or personnel costs $______

3. International health insurance (if included) $______

4. Emergency evacuation coverage (On Call International) and ISIC $______

5. CUAbroad application fee $______

6. International airfare, if included $______

- Total per student costs: $______

### Total cost for group (estimated 10 participants minimum): $______

### Contingency (calculated as 10% of total for currency fluctuations, emergencies, etc.): $______

### GRAND TOTAL of program cost (including contingency): $______

## Additional estimated student expenses not included in the program fee

- Meals (those not included in the program fee above) $______
- International airfare, if not included $______
- Health Insurance (if not included) $______
- Local transportation pass (if not included) $______
- Passport $______
- Visa (if required) $______
- Personal expenses (laundry, personal hygiene, etc.) $______
- Local pay-as-you go cell phone (if required to purchase) $______
- Other $______
- Other $______

### Total estimated additional expenses $______

### GRAND TOTAL ESTIMATED COST PER STUDENT $______

### GRAND TOTAL ESTIMATED COST OF PROGRAM $______