

EDUCATION ABROAD FACULTY-LED PROGRAM BUDGET

IMPORTANT: The budget template serves as a guide to assist with program budget preparations. Some items included in the budget template may not be applicable to the program and can be skipped. New line items can be added if needed. Vendor quotes should be used to support program specific line items. Required line items highlighted do not require quotes. The program must be self sustaining. Please use accurate numbers from your vendor and do not round up past the nearest dollar. Costs per student should go in the "Individual Student Expenses." All grouped costs and faculty/staff costs will go in the "Shared Administrative Expenses." Make sure all required line items are filled in and that you do not alter the Medical Insurance cell as it auto populates. Student international airfare can no longer be included in the budget or program cost. The budget should include all items needed to meet academic and experiential goals but the program price should remain cost effective to allow for student accessibility. If you would like guidance or someone to look over your budget before proposal submission, please contact EAO to get connected with our Business Operations Team.

Program Title Spanish Language Program

Travel Start Date 5/15/2022	Number of Faculty/Staff 2
Travel End Date 5/25/2022	Projected Number of Students 12
Revision Date 3/1/2021	Completed By Dr. Maria Smith

Individual Student Expenses		Comments:
Lodging	\$ 825.00	San Jose and Monteverde Hotels (breakfast included)
Ground Transportation	\$ -	
Meals	\$ 145.00	4 group dinners, 3 lunches
Admissions	\$ 200.00	Parks, museums, and cultural activities
Webmall (Required)	\$ 15.00	
SA Promotions Fee (Required)	\$ 21.00	
Medical Insurance (Required)	\$ 13.60	\$1.36 per day rate (Required)
Visa Fees	\$ -	
Other (Please specify)		
Other (Please specify)		
TOTAL	\$ 1,219.60	

Shared Administrative Expenses		Comments:
Airfare	\$ 1,400.00	ATL to SJO (for 2 faculty)
Lodging	\$ 1,650.00	San Jose and Monteverde Hotels (breakfast included) (for 2 faculty)
Ground Transportation	\$ 600.00	Bus for group
Group Meals	\$ 290.00	4 group dinners, 3 lunches (for 2 faculty)
Per Diem	\$ 600.00	for 2 faculty
Admissions	\$ 400.00	Parks, museums, and cultural activities (for 2 faculty)
Medical Insurance (Required)	\$ 27.20	\$1.36 per day rate for # of faculty/staff (Required)
Visa Fees	\$ -	
Guest Lecturers	\$ -	
Program Advertising	\$ 75.00	Program flyers and posters
Emergency Funds (Required)	\$ 500.00	A minimum of \$500 and up to \$1000 for unexpected costs (Required)
Communication Charges/Fees	\$ 150.00	phone/internet (for 2 faculty)
Other (Please specify)	\$ 250.00	Vendor organizational fees
Other (Please specify)	\$ 150.00	Guided Tour of San Jose for group
TOTAL	\$ 6,092.20	

Total Program Cost Breakdown	
Total of Individual Student Expenses	\$ 1,219.60
Per Capita Shared Administrative Expenses	\$ 507.68
Total of Individual Student Expenses + Per Capita Shared Administrative Expenses	\$ 1,727.28
Emergency Reserve: 1.5% of student cost (less application deposit)	\$ 21.95
TOTAL PROGRAM COST PER PARTICIPANT	\$ 1,749.23
Advertised Price	\$ 1,750.00