

## ESTIMATED EXPENDITURES Faculty-lead International Short Term Program

Name of Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Course No.: \_\_\_\_\_

Course Name: \_\_\_\_\_ Existing Course?  Yes  No Credits: \_\_\_\_\_

International Location: \_\_\_\_\_ Dates of Int'l Travel: \_\_\_\_\_

**General guidelines for preparation:**

1. Make best estimate of number of students expected to take the course.
2. Please provide best estimates for budget lines (Office of Study Abroad can help prepare the estimates).
3. The Office of Study Abroad will prepare the Program Budget with the information contained in this form and will present it to Academic Affairs for consideration.

**I. STUDENTS**      How many students are expected to take this course? \_\_\_\_\_

**II. EXPENSES**      Column A      Column B      Column C

**A. Faculty Expenses:**

- |                                          |    |          |
|------------------------------------------|----|----------|
| 1. Air fare                              | \$ | _____    |
| 2. Accommodations (Housing/Lodging)      | \$ | _____    |
| 3. Meals                                 | \$ | _____    |
| 4. Events (tickets, admissions, etc.)    | \$ | _____    |
| 5. Excursion and Local transportation    | \$ | _____    |
| 6. Transportation (home campus location) | \$ | _____    |
| 7. Insurance (\$60) per faculty          | \$ | _____    |
| <i>Subtotal A</i> (Add "1" through "5")  |    | \$ _____ |

**B. Program Expenses:**

- |                                                                            |    |          |
|----------------------------------------------------------------------------|----|----------|
| 1. Course Materials (handouts, etc.)                                       | \$ | _____    |
| 2. Events (tickets, admissions, etc.)                                      | \$ | _____    |
| 3. Publicity and Recruitment                                               | \$ | _____    |
| 4. International Faculty Honorarium                                        | \$ | _____    |
| 5. Int'l University Fees                                                   | \$ | _____    |
| 6. Rentals (list) _____                                                    | \$ | _____    |
| 7. Other (list) _____                                                      | \$ | _____    |
| 8. Petty cash (usually \$500)                                              | \$ | _____    |
| <i>Subtotal B</i> (Add "1" through "9")                                    |    | \$ _____ |
| <b>Total Faculty and Program Expenses</b> ( <i>add subtotals A and B</i> ) |    | \$ _____ |

**C. Student Expenses: Costs per student if paid by the University**

- |                                                     |    |          |
|-----------------------------------------------------|----|----------|
| 1. Air fare                                         | \$ | _____    |
| 2. Accommodations (Housing/Lodging)                 | \$ | _____    |
| 3. Selected Meal(s) (if any)                        | \$ | _____    |
| 4. Events (tickets, admissions. Etc.)               | \$ | _____    |
| 5. Excursions and Local Transportation              | \$ | _____    |
| 6. Other _____                                      | \$ | _____    |
| <b>Total Student Expenses</b> (Add "1" through "5") |    | \$ _____ |

Note: This form should accompany the application for an International Short Term Course.