

Faculty-Led Study Abroad Budget Worksheet

Sponsoring Department/ Organization	Lead Faculty
Program Dates	Program Destination(s)

Anticipated Program Expenses

Expenses	Revenue
Program marketing	Program fees (minus tuition and fees)
Faculty stipend (if in addition to salary)	Grants/Sponsor contributions
Additional faculty/staff stipend, if applicable	
Faculty/Staff international transportation	
Faculty/Staff passport and visa fees	
Group Meals	
Faculty/Staff Meals (outside of group meals)	
Group Housing	
Faculty/Staff housing (if additional needed)	
Faculty/Staff local commuting	
Materials/texts	
Honorariums/Studio fees	
Activity fees (museums, events, etc.)	

Total Estimate Expenses

Total Estimated Revenue

Anticipated Student Expenses

Application fee/deposit	
Full program fee (not including deposit)	
Course tuition and fees (if not included in program fee)	
Required texts and materials	
Passport and Visa fees	
Immunizations, if applicable	
Airfare/international transportation	
Meals (those not included in program fee)	
Insurance (if not included in program fee)	
Housing (any not included in program fee)	
Local commuting/ground transportation	
Personal expenses (toiletries, laundry, phone, etc.)	
Unforeseen expenses	

Total Estimated Expenses