



Center for International Studies and Programs

Study Abroad Budget Proposal Form for Short Term Faculty Led Programs

Program _____
Faculty Director _____

Dates _____

Student Expenses

	USD	Foreign Currency
Airfare		
Lodging		
Meals		
In-country Transportation		
Excursions		
Miscellaneous		
International Student ID	22	
CISP fee	100	
Faculty Director Expense		
Total Student Expense		

Faculty Director Expenses

	USD	Foreign Currency
Airfare		
Lodging		
Meals		
In-country Transportation		
Excursions		
International Teacher ID	22	
Subtotal		
Divide subtotal by 9 for the minimum number of students		
Per Student Faculty Direct Total		

Notes on establishing expenses

Establish Foreign Currency **Exchange Rate** (Use www.xe.com) _____ to 1 US Dollar **Date of exchange rate** _____

Airfare should be an **estimated** budgeted cost. If you need help establishing the airfare budget, please ask for assistance from the Study Abroad Office

Make an itemized list for both **in-country transportation** and **excursions**, providing costs for each item.

Lodging and meals for **faculty director expenses** should be based on established federal per diem rates. Per diem rates by country and city can be found at the following federal government website: http://aoprals.state.gov/web920/per_diem.asp. Faculty members are given half of the per diem fund prior to departure of the group. A travel form is submitted after the faculty member returns and the other half of the per diem is dispersed.

Policy regarding budget reconciliation

Program directors will submit all receipts to CISP within 3 months of the program end date. The SA Specialist will then reconcile the program budget. Any budget surpluses or shortfalls of \$100 or less will be eaten by CISP. If there is a budget surplus of over \$100, the money will carry over to the program operating budget in the future. If the program does not run in the future, the leftover funds will be reassigned to a different program at the discretion of the Dean of that College. If there is a budget deficit of more than \$100 at the end of a program that program director is responsible for reimbursing CISP for the funds. The program director has 6 months from the end date of the program to reimburse CISP for the full amount.