



Study Abroad Budget Proposal for Faculty Led Programs Abroad (FLPA)

Name of Program Director (Last, First Middle)

Sponsoring Academic Department

Name of Program

Program departure and return dates

Program Costs: Please list all estimated expenses for each party. The program cost per student will be used in advertisements and other media.

Student Expense

	USD	Foreign Currency
Airfare		
Lodging		
Meals		
In-country transportation		
Excursions		
Misc. (indicate type)		
CISP Fee	150	
Student Subtotal		
Director Total per Student		
Total Expense Per Student		

Program Director

	USD	Foreign Currency
Airfare		
Lodging		
Meals		
In-country Trans.		
Meals & incidentals		
Cell Phone		
Misc. group expenses		
Program Director Subtotal		
Director Total Per Student		

Divide subtotal by 9 students for the minimum number of students

Notes on Establishing Expenses:

- The established foreign currency exchange rate should be based on the rate found at www.oanda.com . Please indicate exchange rate used.
- Airfare should be a realistic estimated cost. If you would like help in establishing the airfare budget, please ask for assistance from the Center for International Services and Programs.
- Please compile an itemized list for the in-country transportation and group excursions, providing a breakdown. Please attached this to this form.
- Meals and incidentals (and when applicable lodging) for the faculty director expenses should be based on the established federal per diem rates. Per diem rates by country and city can be found at the following federal website: http://aoprals.state.gov/web920/per_diem.asp
- CISP will process the Travel and Expense Approval Form for the Faculty Program Director, gaining the appropriate pre-approvals and at the conclusion of the program the refund. The travel form is also the mechanism by which Faculty Program Director may be reimbursed for approved and budgeted group expenses paid out of pocket.