

SAIC STUDY TRIP BUDGET PROPOSAL

Study Trip Title

Form Completion Date:

This spreadsheet will be used to calculate an estimated Program Fee. Refer to the Proposal Development Guide and the "Additional Considerations" column on the right to help guide your budgeting. Work through each part carefully and only enter data in the **gray boxes** and **text fields**. Some fields may already be populated based on Study Abroad policy or past trip estimates; adjust these if they do not accurately reflect your program costs. Formulas are pre-programmed and should only be adjusted if you are adding rows/items. Enter estimated expenses in US\$ and include all tips and taxes. Refer to Oanda.com for currency conversions. Use dollar amounts that are as precise as possible in order to calculate the most accurate program fee.

Minimum number of enrolled students: SA requires a 16-student minimum with 2 contracted faculty.
Anticipated total number of faculty: Change these numbers to see the impact on cost/student.
Faculty names: *Faculty #1, Faculty #2, etc.*

A. STUDENT EXPENSES to be covered by the Program Fee

In this part, you will be estimating student costs **per person**; some of these items are repeated in Part C Faculty Expenses.

Estimated Expense

Additional Considerations:

Transportation

1	<i>Description</i>	\$	-	cost of 1 ticket
2	<i>Description</i>	\$	-	
3	<i>Description</i>	\$	-	
4	<i>Description</i>	\$	-	
5	<i>Description</i>	\$	-	
6	<i>Description</i>	\$	-	
Transportation Total		\$	-	

On-ground travel **per person** via subway, local trains, air tickets (if included), buses, taxis, etc. Include group charter bus rental in Part 2 below. Reference your itinerary to help you plan.

Accommodation

1	<i>Name, Location</i>	\$	-			nights	\$	-
2	<i>Name, Location</i>	\$	-	per person,		nights	\$	-
3	<i>Name, Location</i>	\$	-	per room X		nights	\$	-
4	<i>Name, Location</i>	\$	-			nights	\$	-
Accommodation Total		\$	-					

Does the place of accommodation offer a group rate? This may reduce cost. Notice the cost must be calculated per person, per room. See "Accommodations" on pg. 18 of the Guide.

Group Meals

Budgeted cost per meal x meals

Include tips and taxes. SA suggests at least 2 (an opening and closing meal) be planned. Price listed is per person per meal.

Events

1	<i>Description</i>	\$	-	cost of 1 ticket
2	<i>Description</i>	\$	-	
3	<i>Description</i>	\$	-	
4	<i>Description</i>	\$	-	
5	<i>Description</i>	\$	-	
6	<i>Description</i>	\$	-	
7	<i>Description</i>	\$	-	
8	<i>Description</i>	\$	-	
9	<i>Description</i>	\$	-	
10	<i>Description</i>	\$	-	
11	<i>Description</i>	\$	-	
12	<i>Description</i>	\$	-	
Events Total		\$	-	

Examples of ticketed events include museum admissions, excursions, cultural events and translators. When booking, ask if group rates or student discounts apply. Reference your itinerary and remember to include transportation costs to and from excursions if not already covered in transportation costs above.

Program Provider Fee

Fee will cover: per student
Description
Description
Description

If you plan to use a contracted program provider charging a set fee per student, enter the fee here. List the services the fee will cover; e.g. accom., breakfasts, studio space, airport transfer, instruction etc.

TOTAL Part A per student

B. FIXED-PRICE & GROUP EXPENSES

These items are not affected by the number of people participating. Fewer students will equate to a higher per person cost.

Pre-departure Materials

Books, copies, maps, etc.

Honoraria

Amount per speaker x
1 *Other*
2 *Other*
3 *Other*
4 *Other*
Honoraria Total

Honoraria payments can be used for lectures given by artists/guides/docents or gifts for hosts. SA suggests a \$250 USD payment for a 1-2 hour event. Consult with SA for any increase. List events/payments that do not fit into the standard \$250 model in "Other".

Project Materials

1	<i>Description</i>	\$	-
2	<i>Description</i>	\$	-
Project Materials Total		\$	-

Consider tools, art & other supplies, safety equipment.

Classroom/Space Rental

Amount for rental x

Will you need a space to hold class meetings? Noisy sidewalk cafes don't

Amount for rental \$ - x s./ day \$ -

Classroom/Space Rental Total \$ -

Other

1	Description	\$ -
2	Description	\$ -
3	Description	\$ -
4	Description	\$ -
5	Description	\$ -
6	Description	\$ -
7	Description	\$ -
8	Description	\$ -
9	Description	\$ -
10	Description	\$ -
Total		\$ -

TOTAL Part B \$ -

TOTAL Part B per student \$ - per student

any other expenses not covered by the hotel. Your hotel may provide this for free or a fee.

List other fixed-price / group items not affected by the number of students. For example, group travel by charter bus, travel consultant's fee, interpreter expenses, fixed program provider fee.

C. FACULTY EXPENSES

In this part, you will be estimating your costs; remember all of your expenses are passed along to the students so try to keep costs low.

Estimated Expense per Faculty

Additional Considerations:

Per diem	\$ -
Airfare	\$ -
Airfare fluctuation allowance (10%)	\$ -
Flight Total	\$ -

SA will calculate the maximum amount. Refer pg. 24 of the Guide.

Estimate round-trip fare. A 10% allowance will be added to cover a possible fare increase. See "Faculty Travel" on pg. 17.

Transportation during the trip	\$ -
1 Other	\$ -
2 Other	\$ -
3 Other	\$ -
4 Other	\$ -
Transportation Total	\$ -

This is linked to the Student "Transportation Total" in Part A.

If there are additional faculty transportation needs during the trip (other than fixed-price group items) e.g. taxis, list them here.

Other faculty travel	\$ -
1 Description	\$ -
2 Description	\$ -
3 Description	\$ -
4 Description	\$ -
Other Travel Total	\$ -

Your own travel to and from airports or train stations just before the trip starts until after it ends. Example, taxi from your house to the airport and from the airport to the hotel, etc.

Faculty accommodation					
Name, Location	\$	-			
Name, Location	\$	-	per person, per room X		
Name, Location	\$	-			
Name, Location	\$	-			
Name, Location	\$	-			
				nights	\$ -
				nights	\$ -
				nights	\$ -
				nights	\$ -
Accommodation Total				\$	-

Name, Location is linked to Student "Accommodation" in Section A. Factor in the additional cost of single rooms as well as an additional night if you are arriving a day early. See pg. 18 of the Guide.

Group Meals	\$ 60
Events	\$ -
Vaccinations	\$ -
Visa/s	\$ -
Other	\$ -
1 Description	\$ -
2 Description	\$ -
3 Description	\$ -
4 Description	\$ -
5 Description	\$ -
Other Total	\$ -

Linked to Student "Group Meals" in Part A.

Linked to Student "Events Total" in Part A.

Check the Centers for Disease Control for recommendations.

Visa required? Check the country's consular website. Multiple countries?

List any other expected costs such as telephone, internet, exchange/ATM fees, books, maps, art supplies (if applicable).

Program Provider Fee	Fee will cover: per Faculty \$ -
	Description
	Description
	Description
	Description

If any of your own expenses will be covered by a contracted program provider charging a set fee, enter the fee here. List the services the fee will cover; e.g. accom., meals, airport transfer, etc.

Total \$ 60 per Faculty

Number of Faculty (linked above): 2

TOTAL FACULTY EXPENSES: Part C \$ 120

equals \$ 8 per Student

ESTIMATED PROGRAM FEE CALCULATION

These fields are automatically calculated from the data above.

Student Expenses (Part A)	\$ 60	per student
Fixed-Price & Group Expenses (Part B)	\$ -	per student
Faculty Expenses (Part C)	\$ 8	per student
Contingency Funds 8% Adjust if the % is not considered sufficient	\$ 5	per student
		\$ 86 Total Contingency Funds

TOTAL ESTIMATED PROGRAM FEE* PER STUDENT \$ 73

D. ESTIMATED ADDITIONAL STUDENT EXPENSES NOT COVERED BY THE PROGRAM FEE

In this part, you will be estimating additional costs students will need to include in their personal budgets.

International Cellphone plan	\$ -
Passport	\$ 145.00
Visa	\$ -
Required vaccinations	\$ -
Round trip air tickets (estimated)	\$ -
Additional transportation (during program)	\$ -
Additional meals	\$ -
Art supplies	\$ -
Other:	\$ -
Other:	\$ -
TOTAL ADDITIONAL STUDENT EXPENSES	\$ 145

Costs range depending on plan & country
 Current US Passport fee
 Is one needed for tourism?
 Check the CDC
 Try kayak.com or skyscanner.com for cost comparisons
 e.g. Student travel to/from airports
 Meals NOT covered by the Program Fee
 If not Included in Program Fee

E. TUITION FEES

Students will also pay tuition at the usual per credit rate: Academic year 2023-2024 Undergrad—\$1785, Grad—\$1860

Undergraduate 3 credits	\$ 5,355
Undergraduate 6 credits	\$ 10,710
Graduate 3 credits	\$ 5,580
Graduate 6 credits	\$ 11,160