

ESTIMATED EXPENDITURES
Faculty-lead International Short Term Program

Name of Faculty: _____ Date: _____

Department: _____ Course No.: _____

Course Name: _____ Existing Course? Yes No No. of Credits: _____

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 the ISC Study Abroad Faculty Advisory Committee 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. ITIC card (\$19 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") | | \$ _____ |
| Total Faculty and Program Expenses (<i>add subtotals A and B</i>) | | \$ _____ |

C. Student Expenses: Costs per student paid by the University – these could be the responsibility of students

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|--|----|----------|
| 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 _____ | \$ | _____ |
| Total Student Expenses (Add "1" through "5") | | \$ _____ |

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