

Draft Budget Worksheet for Faculty Led Study Away

STUDENT Expenses:

Airfare (additional 3-5% for increases): _____

Hotel: single, double, triple, quad _____

 \$____per person X #____Students X #____Nights _____

 \$____per person X #____Students X #____Nights _____

 \$____per person X #____Students X #____Nights _____

(You may need additional space to calculate this if you are staying in more than 3 hotels)

Program Cost: _____

Insurance: _____

Meals: _____

Transportation: _____

 Round trip to ATL Airport _____

 In-country transportation _____

Admission fees/tickets _____

Gifts/Tips _____

Miscellaneous _____

Subtotal _____

Add 5-10% to cover unanticipated expenses: _____

TOTAL _____

INSTRUCTOR Expenses:

Airfare (additional 3-5% for increases): _____

Hotel: Single Double \$____per person X #____Nights _____

 Single Double \$____per person X #____Nights _____

 Single Double \$____per person X #____Nights _____

Program cost: _____

Insurance: _____

Meals: _____

Transportation: _____

Round trip to ATL Airport _____

In-Country Transportation _____

Admission fees/tickets: _____

Cell Phone: _____

Gift/tips: _____

Miscellaneous: _____

TOTAL _____