

WMU Faculty Directed Program Budget Worksheet

This worksheet helps Study Abroad prepare the program fee. Program directors should provide this information in advance of the budget meeting.

If you do not use third-party providers to help organize the program logistics, please skip to Section 2.

Section 1: Costs included in the program fee that are paid to a provider

Name of provider 1:

Provider's fee total. Please attach documentation of the provider's quote:

Date/s Program will work with vender:

Number of students the quote is based on:

MEALS

How many meals per day are included per person in this price?

Does this price include meals for the WMU Faculty Director and/or any other WMU personnel?

HOUSING

Does this price include student housing?

Does this price include housing for WMU personnel?

TRANSPORTATION

Does this price include pick-up at the airport upon arrival?

Does this price include drop-off at the airport?

Does this price include any other in-country transportation?

OTHER

Does this price include tips for provider personnel?

Are there other costs associated with this provider?

Name of provider 2:

Provider's fee total. Please attach documentation of the provider's quote:

Date/s Program will work with vender:

Number of students the quote is based on:

MEALS

How many meals per day are included per person in this price?

Does this price include meals for the WMU Faculty Director and/or any other WMU personnel?

HOUSING

Does this price include student housing?

Does this price include housing for WMU personnel?

TRANSPORTATION

- Does this price include pick-up at the airport upon arrival?
- Does this price include drop-off at the airport?
- Does this price include any other in-country transportation?

OTHER

- Does this price include tips for provider personnel?
- Are there other costs associated with this provider?

Name of provider 3:

Provider's fee total. Please attach documentation of the provider's quote:

Date/s Program will work with vender:

Number of students the quote is based on:

MEALS

- How many meals per day are included per person in this price?
- Does this price include meals for the WMU Faculty Director and/or any other WMU personnel?

HOUSING

- Does this price include student housing?
- Does this price include housing for WMU personnel?

TRANSPORTATION

- Does this price include pick-up at the airport upon arrival?
- Does this price include drop-off at the airport?
- Does this price include any other in-country transportation?

OTHER

- Does this price include tips for provider personnel?
- Are there other costs associated with this provider?

Any cost not covered by a provider's fee that needs to be included in the program fee should be listed in section 2.

Section 2: Costs included in the program fee that are not paid to a provider

FACULTY EXPENSES

How are the faculty director and other WMU personnel travelling to and from the U.S airport (personal car, uber, train etc...)
Details: _____ Cost: _____

Are there airport parking fees? _____ Cost _____

Will you need to purchase gifts for hosts? _____ If yes, total cost: _____

Is this course part of your department workload? _____

SUPPORT STAFF COSTS

Will auxiliary support staff from WMU travel with the program? _____ How many? _____

If YES, will they be paid a stipend and/or per diem? _____

-Please provide names and University/community positions of auxiliary staff: _____

HOUSING

Cost of housing included in program fee at each location (please include any overnight stays for excursions).

per	X	nights.	Number of students per space
per	X	nights.	Number of students per space
per	X	nights.	Number of students per space
per	X	nights.	Number of students per space
per	X	nights.	Number of students per space

MEALS

Cost of Welcome meal first night of program per student (if desired, not required): _____

Cost of Farewell meal last night of the program per student (if desired, not required): _____

Cost of additional meals included in program fee per student (unless all meals included): _____

TRANSPORTATION

Cost of transportation included in the program: _____

Transportation 1: _____ Notes: _____

Transportation 2: _____ Notes: _____

Transportation 3: _____ Notes: _____

Transportation 4: _____ Notes: _____

Transportation 5: _____ Notes _____

PROGRAM ACTIVITIES

Cost of entrance fees to museums or locations of interest included in the program fee per person:

List names of activities and cost in the space below. Feel free to include an attached sheet if needed:

OTHER

List unanticipated expenses included in previous year's travel expense report.

Section 3: Out of Pocket estimates per student

Additional housing estimate

Additional meals estimate

Books

Local travel

Miscellaneous spending money

Visa