



TRAVEL STUDY BUDGET EXPENSES

What to Anticipate

STUDENT COSTS

TRANSPORTATION

- Airfare
- In-Country Transportation (bus, subway, train, private)
- Airport transfer US

ACCOMMODATION

- Hotels, hostels, etc

MEALS

- What meals can you include in the program?
- Consider housing options that include breakfast.
- Minimum of a welcome & departure meal

EXCURSIONS

- Tickets, admissions, local and/or guides

COMMUNITY ENGAGED LEARNING

- Consider any costs associated with community engaged learning. (Supplies, gifts, etc)

TRAVEL MEDICAL INSURANCE

- Required for all programs (2 weeks = \$23, 3 weeks \$35)

TRIP INTERRUPTION COVERAGE

- Required of all programs (\$124 up to \$5000)

PROGRAM FEE

If you are using a provider, one or more of the above costs may be included in a per student program fee. Be sure you understand what is or is not included. You should also make sure you know if leader fees are included, if any are provided at no cost. If you have 2 leaders you may be able to negotiate a lower fee for the second leader.

LEADER-SPECIFIC COSTS

Leader costs include variable costs (above) and fixed costs (below) that are split among the number of students who are enrolled. Some of these costs may be included in per student program fee charged by providers.

GROUP TRANSPORTATION COSTS

- Sometimes transportation costs are fixed cost regardless of student number (e.g. chartered bus) rather than an individual cost.

FACILITY RENTAL

- Do you need classroom/meeting space?

GUEST LECTURERS

- Honorarium/pay

TIPPING

- Varies by country, may be included in provider fee.

GIFTS

- Be aware of the gift-giving culture in your host country. You may want to bring a small gift for your local guide (s) if your provider has one traveling with you 24/7.
- Consider if you are meeting other organizations or individuals that will host you.
- Thank you notes (or postcards of our area) that students sign in advance are always welcome.

MOBILE PHONE COSTS

- Budget for the cost of using your phone overseas for emergency purposes (\$10 day maximum)

VISA COSTS

- Where possible, include costs of visas in program fees.
- However, whether or not to include or exclude fees should depend on how visa fees will need to be paid. If students must apply individually, it will be easier to list as an additional cost. (E.g. Upcoming ETA visas in the UK and ETIAS in Europe)

PRE-DEPARTURE/RE-ENTRY COSTS

- Consider any team building you may want to do prior to the program (e.g. group meal)
- Re-entry costs need to be paid in the current fiscal year.

BANK/FOREIGN TRANSACTION FEES

- Budget for costs related to wire transfers and foreign transaction fees. The Business Office can help you determine possible costs.

LEADER MEAL ALLOWANCE

- Plan for leader meal costs that are not included in the program fee. Use local meal costs to determine an estimate.
**Employees will be reimbursed for reasonable expenses incurred for meals when out of town on College business. Employees must provide a detailed receipt for any reimbursable meal.

ADMINISTRATIVE STIPEND

- Optional - Travel Programs can include a line item in the budget up to a maximum of \$1000/program (\$100 or less/student) to cover an administrative stipend. Administrative stipend may be split at the discretion of the program leaders.

ADDITIONAL COSTS – NOT INCLUDED IN PROGRAM FEE

- Passport (\$165)
- Vaccinations (\$0 – 150 average)
- Visas (\$0 - 100 average)
- Meals (Varies)