

Extended Study Preliminary Budget Worksheet	Director	Extended Study	# of Students	# Days for ES		
			15	15-21		
	<b>Est. Costs</b>	<b>Notes</b>				
<b>Faculty Travel Expenses</b>						
Director's airfare						
Ground travel to airport - outgoing						
Ground travel from airport - returning						
Director meals to and from study site						
Visa fees						
Vaccines						
Director lodging						
Director meals						
Director local transport to and from airport - on site						
<b>Lecturers</b>						
Lecturers		Note: the IRS requires that international lecturers complete a W-8/BEN form if paid by Colgate. This demonstrates that Colgate paid a foreign entity and that is a federal compliance rule.				
Honoraria						
Misc. speaker expenses						
<b>Operating Expenses</b>						
Phone, internet access, etc						
Office supplies						
Portion of student costs for transportation, entrance fees, some meals, activities and lecturers when using a provider. Costs covered by Colgate		Applicable if using a program provider. Remember to multiple per student cost by est. # of students.				
Director local transportation						
Other per student costs (museum entries, films, theater)		Remember to multiple per student cost by est. # of students				
Other director costs (museum entries, films, theater)						
Group meals - students		Typically there are two group meals, the first and last nights. Remember to multiple per student cost by est. # of students				
Group meals - director		Typically there are two group meals, the first and last nights.				
<b>OCS Expenses</b>						
Extended Study director stipend	\$3,000	\$3000 per director				
Publicity and orientation meetings	\$100	fixed cost				
Classroom space costs						
CISI Insurance for director(s)	\$61	\$60.88 per director				
<b>Billed Student Expenses **</b>						
		<b>Per student cost</b>				
Lodging	\$0	\$0	Column B is # students (cell D2) x per student cost			
CISI Health Insurance	\$0	\$0	Column B is # students (cell D2) x per student cost			
Local Transportation on site	\$0	\$0	Column B is # students (cell D2) x per student cost			
<b>Out of pocket (OOP) Student Expenses **</b>						
Airfare	-	\$0				
Meals	-	\$0				
Vaccines		\$0				
Passport & Visas	-	\$0				
Personal Expenses	-	\$200	fixed			
<b>Total Student Expenses - billed &amp; OOP</b>		<b>\$200</b>	Keep charges to students between \$3500-\$4500.			
<b>Grand Total not including OOP student expenses</b>	<b>\$3,161</b>					
<b>Less: Billed Student Expenses</b>	<b>\$0</b>					
<b>Net Cost to Colgate</b>	<b>\$3,161</b>	Not to exceed \$45,000				