

Please only enter information in YELLOW boxes

APPENDIX B

MTSU Office of Education Abroad Program Budget Worksheet

PROGRAM NAME:	MTSU in Germany	BASED ON # of UNDERGRAD STUDENTS:	8
DEPARTMENT:	Foreign Language	GRAD STUDENTS:	0
FACULTY DIRECTOR:	Katherine Kovar	FACULTY:	1
NUMBER OF CREDITS:	3		
PROGRAM DURATION:	30		
PROGRAM DATES:	6/1/2016 - 6/30/2016		

FACULTY OVERALL COST	Per Item	Notes
R/T Airfare	\$ 1,400.00	
Domestic transportation to airport	\$ 100.00	
International Insurance	\$ 150.00	Plan to enroll in national healthcare in addition to iNext
Visa/Immigration (if applicable)		
Lodging & Meals		
<i>Black Forest Hostel- Single Room</i>	\$ 1,139.12	\$39.28/night (35 Euros) for 29 nights (prices subject to change based on exchange rate)
<i>Meals</i>	\$ 750.00	\$25/day for 30 days, kitchen facilities in hostel & many local restaurants
Local in-country Transportation (Itemized)		
<i>Public Transportation One Month Train Pass</i>	\$ 60.61	54 Euros/month (prices subject to change based on exchange rate)
Entrance Fees, Excursions, Cultural Activities (Itemized)		
<i>Museum Entry</i>	\$ 10.00	Augustiner Museum
<i>Museum Entry</i>	\$ 5.00	Museum für Stadtgeschichte
<i>Student Theater Ticket</i>	\$ 12.00	Freiburg Stadttheater
Additional items to be included in total		
Communication - Cell Phone	\$ 100.00	
a.) Faculty Overall Cost (automatically calculates)	\$ 3,726.73	
FACULTY EXPENSES	Per Item	Notes
Faculty Overall Cost (automatically calculates)	\$ 3,726.73	
Financial Support from VPIA		
Financial Support from Department	\$ 1,000.00	
b.) Faculty Expenses Per Faculty Member (automatically calculates)	\$ 2,726.73	Faculty Expenses equal Faculty Overall Costs minus Financial Support
Faculty Expenses (total based on number of faculty)	\$ 2,726.73	
STUDENT PROGRAM FEE	Per Item	Notes
Lodging & Meals		
<i>Black Forest Hostel- Double Room</i>	\$ 943.95	\$32.55/night (29 Euros) for 29 nights (prices subject to change based on exchange rate)
<i>Meals</i>	\$ 750.00	\$25/day for 30 days, kitchen facilities in hostel & many local restaurants
Local in-country Transportation (Itemized)		
<i>Public Transportation One Month Train Pass</i>	\$ 60.61	54 Euros/month (prices subject to change based on exchange rate)
<i>Weekend Rail Pass</i>	\$ 10.00	Weekend pass for the regional train
Entrance Fees, Excursions, Cultural Activities (Itemized)		
<i>Museum Entry</i>	\$ 10.00	Augustiner Museum
<i>Museum Entry</i>	\$ 5.00	Museum für Stadtgeschichte
<i>Student Theater Ticket</i>	\$ 12.00	Freiburg Stadttheater
Emergency Costs	\$ 50.00	
Additional items to be included in total		
<i>Itemize details & costs here</i>		
Faculty Expenses per student (automatically calculates)	\$ 340.84	Determined by Faculty Expenses divided by total number of student participants
c.) Student Program Fee (automatically calculates)	\$ 2,182.40	Rounding up to \$2195.00 to assist with exchange rate miscalculations

STUDENT OVERALL COST	Per Item	Notes
Undergraduate Part-Time Tuition	\$ 750.00	
Graduate Part-Time Tuition		
Education Abroad Fee (includes iNext Insurance)	\$ 82.00	
Miscellaneous expenses		Only add miscellaneous expenses that have not already been calculated into the Student Program fee
<i>Personal expenses</i>	\$ 300.00	(ie. Personal expenses, additional meals, optional excursions, books, etc.)
<i>Books/supplies</i>	\$ 100.00	
New passport	\$ 135.00	
Visa/Immigration (If applicable)		
R/T Airfare Estimate	\$ 1,400.00	
d.) Student Overall Cost (automatically calculates)	\$ 4,949.40	Will automatically calculate with Student Program Fee from above.
OVERALL PROGRAM COST (automatically calculates)	\$ 18,459.21	Overall Program Cost equals Student Program Fee multiplied by total number of students plus any other expenses that need to be reconciled.