

# MTSU Office of Education Abroad Program Budget Worksheet

**PLEASE ONLY ENTER INFORMATION IN YELLOW BOXES. Will not calculate without number of students.**

## MTSU Office of Education Abroad Program Budget Worksheet

PROGRAM NAME:	EX: Political Science in Spain
DEPARTMENT:	Political Science
FACULTY DIRECTOR:	Dr. Susie Queue
NUMBER OF CREDITS:	3
PROGRAM DURATION:	24 days
PROGRAM DATES:	June 3 - 26, 2019

## BASED ON # of

UNDERGRAD STUDENTS:	10
GRAD STUDENTS:	
FACULTY:	1

## Enter # here

10
1

FACULTY OVERALL COST <i>(per faculty member)</i>	Total Per Line Item	Notes - please break down
R/T Airfare	\$ 1,200.00	Using Travelennium (the MTSU contracted travel agent).
Domestic transportation to airport	\$ 80.00	Murfreesboro to BNA round-trip via Uber
International Insurance	\$ 33.00	Faculty iNext fee
Meals	\$ 230.00	Lunch only, estimated at \$10 per meal x23 days. Other meals provided through program.
Visa/Immigration <i>(if applicable)</i>		
Lodging - itemized <i>(add additional lines as needed)</i>		
Radisson Hotel, Seville, Spain	\$ 200.00	Two nights at the Radisson Hotel, Seville, Spain for lodging not included in custom program cost. Single room for faculty director
Local In-Country Transportation - itemized <i>(add additional lines as needed)</i>		
Renfe train pass	\$ 200.00	Renfe train pass, 4 journeys in one month
Entrance Fees, Excursions, Cultural Activities - itemized <i>(add additional lines as needed)</i>		
EXAMPLE: Picasso Museum ticket	\$ 25.00	Not included with the WorldStrides/ISA custom program
Other activities and items would go here....		Explain in detail what the activity is....
Additional items to be included in total		
WorldStrides/ISA custom program cost	\$ 2,100.00	Includes all accommodations, 2 meals per day, fancy snacks, tour guides, most in-country transportation, entrance fees & activities listed on itinerary.
Single room supplement	\$ 200.00	To defray the lodging cost of an odd number of men & women in Seville, Spain
Emergency costs	\$ 200.00	
Communication - Cell Phone	\$ 120.00	AT&T data plan for one month for data while abroad

**a.) Faculty Overall Cost, FOC** *(per person, automatically calculates)*

**\$ 4,588.00**

FACULTY EXPENSES	Per Item	Notes
Faculty Overall Cost (automatically calculates)	\$ 4,588.00	
Financial Support from VPIA		List any faculty support received from the VPIA, if applicable
Financial Support from Department		List any faculty support received from Department, if applicable

**b.) Faculty Expenses Per Faculty Member** *(automatically calculates)*

**\$ 4,588.00**

**Faculty Expenses, FE** *(automatically calculates)*

**\$ 4,588.00**

*Faculty Expenses (b) = Faculty Overall Costs (a) - Financial Support*

*FE = Faculty Expenses (b) x Number of Faculty listed at top of form*

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STUDENT PROGRAM FEE	Per Item	Notes
Lodging & Meals		
Radisson Hotel, Seville, Spain	\$100.00	Two nights at the Radisson Hotel, Seville, Spain for lodging not included in custom program cost
		(based on double-occupancy lodging)
Local in-country Transportation (Itemized)		
EXAMPLE: Renfe train pass	\$200.00	Renfe train pass - 4 trips in one month
Only add this type of transportation cost here IF the Faculty Leader will collect the funds. Otherwise, add this below in Misc. expenses.		
Entrance Fees, Excursions, Cultural Activities (Itemized)		
EXAMPLE: Picasso Museum ticket	\$25.00	Not included with the WorldStrides/ISA custom program
Other activities and items would go here....		Explain in detail what the activity is....
(these are only activities where the cost will be collected by the Faculty Leader in the EAR fund such as a group entrance fee or other group activity where the fee must be paid all at once by the faculty leader)		
Emergency Costs	\$200.00	To offset any emergencies while abroad.
Additional items to be included in total		
EXAMPLE: WorldStrides/ISA custom program cost	\$2,100.00	Includes all accommodations, 2 meals per day, fancy snacks, tour guides, in-country transportation, entrance fees & activities listed on itinerary
Faculty Expenses per student (automatically calculates)	\$458.80	Determined by Faculty Expenses (FE) divided by total number of student participants
c.) Student Program Fee, SPF (automatically calculates)	\$3,083.80	Amount needed to be collected into the faculty program clearing account

STUDENT OVERALL COST	Per Item	Notes
Undergraduate Part-Time Tuition	\$851.00	Based on current rate for 3 credit hours tuition & fees MINUS 25% tuition discount for summer Signature Programs only
Graduate Part-Time Tuition	\$1,294.00	Based on current graduate rate for 3 credit hours tuition & fees
Education Abroad Fee (includes iNext Insurance)	\$83.00	(Education Abroad Fee \$50, iNext insurance \$33)
Miscellaneous expenses (Only add misc. expenses that have not already been calculated into the SPF (ie. personal expenses, additional meals and transport, books, etc.)		
Student personal expenses	\$150.00	EXAMPLE: souvenirs, addt'l activities not included in program, student cell phone costs, course texbooks)
Activities/Excursions/Items the students will pay for on their own will go here. Ex: Each student will pay their entrance fee for a museum visit while there.		
New passport	\$145.00	If applicable, some students may have a passport
Visa/Immigration (If applicable)	\$-	
R/T Airfare Estimate	\$1,200.00	
d1.) Undergraduate Student Overall Cost, SOC (automatically calculates)	\$5,512.80	Will automatically calculate adding in the Student Program Fee (c) (SPF) from above.
d2) Graduate Student Overall Cost, SOC (automatically calculates)	\$5,955.80	Will automatically calculate adding in the Student Program Fee (c) (SPF) from above.
OVERALL PROGRAM COST, OPC (automatically calculates)	\$30,838.00	Overall Program Cost equals Student Program Fee (SPF) multiplied by total number of students plus any other expenses that need to be reconciled.