

## Guidelines for SAAC Budget Preparation

### Faculty (and TA) Expenses

Salaries and Wages (cannot be covered by SAAC funds)  
Air Fare  
Lodging  
Meals  
Visas  
Insurance

### Program Expenses

Guest Lecturer Honoraria  
Facilities Rental  
Transportation (for all, x number of persons, etc.)  
Field Trips (museum admission, entrance fees, etc.)  
Services  
Group Meals  
Tips (for drivers, etc.)  
Miscellaneous (copies, advertisement, etc.)  
Taxes, if applicable (VAT, etc.)

### Student Expenses

Tuition (Intersession, Spring, Summer)  
Air Fare  
Lodging  
Meals  
Visas  
Insurance  
GEO Application Fee (\$50.00 per student)  
Immunizations (if applicable)

### Other Expenses

Please itemize and justify other expenses not accounted for above

### Other Sources of Funding

List all other sources of funding (awarded, requested, or to be requested)

### Total Cost of Program

### Amount Requested from SAAC

### Cost per student without SAAC funding

### Cost per student with SAAC funding