**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**