

Guidelines for SAAC Budget Preparation
(use spreadsheet template for calculations)

Student Expenses (per person):

- Airfare
- Lodging
- Food
- Insurance
- Class materials/supplies
- Visas (if applicable)
- Immunizations (if applicable)
- GEO application fee (\$50 per student)

Faculty Expenses (total):

- Airfare
- Lodging
- Food (or per diem)
- Travel to & from airport
- Insurance
- Visas (if applicable)
- Immunizations (if applicable)
- Salaries & wages (cannot be covered by SAAC funds)

Program Expenses:

- Guest lectures
- Facilities rental
- In-country transportation
- Field trips & cultural activities (guided tours, entrance fees, etc.)
- Services
- Group Meals
- Tips/gratuities (for drivers, etc.)
- Miscellaneous (copying, advertising, Banner & Foundation tax, etc.)
- Foreign taxes (if applicable)

Other Expenses: Please itemize & justify other expenses not accounted for above.

Total Cost of Program

Amount Requested from SAAC

Other Sources of Funding: List all other funding sources (awarded, requested, to be requested).

Cost per Student with and without SAAC Funding