AY 2021-2022 Study Abroad Allocations Committee

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