

Study Abroad Budget Form Instructions

Step 1: Fill out the Program Details.

- **Program Name:** For new programs, confirm the name with the Faculty-led Coordinator. The names should be fewer than “30” characters (including spaces) and will be the name of the program in BearsAbroad.
- **Designation Number:** For new programs, enter “TBD.” If existing and unknown, please contact the Faculty Led Coordinator.
- **# of students:** We recommend you are conservative with the calculation. For new programs, use the minimum number of students you require.
- **# of faculty:** In general, 10 student participants support one faculty member. This ratio may be used for larger programs. Reference BU-PP 745 for information on faculty compensation.
- **# of Volunteers:** See the Volunteer Description of Duties.

| | | | | | |
|----------------------|-------------------|--------------|-----------------------|-----------------|--|
| Program Name: _____ | | | | | |
| Director Name: _____ | | | Dates of Travel _____ | | |
| Designation # _____ | | | Semester & Year _____ | | |
| # of Students | # of Credit Hours | # of Faculty | # of Staff | # of volunteers | |
| 0 | 0 | 0 | 0 | 0 | |

Step 2: Fill out the Income section.

- **Summer Tuition:** The value will be calculated automatically depending on the budgeted number of students and credit hours.
- **Program Fee:** This value can be adjusted after all expenses have been included (see step 3). This is the fee paid by each student for non-tuition program costs.

| Income | Cost Per Student | Total Cost |
|---------------------------------------|------------------|---------------|
| Summer Tuition (estimated \$1,448/hr) | \$0.00 | \$0.00 |
| Program Fee | \$0.00 | \$0.00 |
| TOTAL INCOME | | \$0.00 |

Step 3: Fill out the Expenses section.

Confirm costs with travel agents and/or program providers prior to completing this form.

Group

- Adjust the line items as needed for your program.
- The first column is for the Cost Per Student and the second column is for the Cost Per Faculty/Staff/Vol. The last column will automatically calculate the total.
- For the meals, use the Meals Per Diem calculator to estimate the expense per faculty, staff, and/or approved volunteer during the program's date.

Optional Expenses

- Adjust the line items as needed for your program.

Personnel

- See BU-PP 745 for salary details. If you have any questions, contact the CGE Finance Manager with faculty names, home departments, and number of courses, hours and students.

IDC

- Indirect cost fee charged to the program, equivalent to 25% of tuition revenue. This fee supports administrative costs to the university for study abroad programs. While these courses take place abroad, they still use the services of the Registrar, Student Financial Services, Accounting, Procurement, ITS, etc.

Reserve

- Equivalent to 10% of tuition, this reserve is required by CGE to provide cushion for unexpected program changes, exchange rate variations, minor enrollment fluctuations, etc.

| Expenses (students, faculty, staff and approved volunteers only) | | | |
|--|--------------------------------|---|--------|
| Group (93869) | Cost Per Student (variable) | Cost Per Faculty/Staff/Vol. (fixed) | Total |
| Housing | \$0.00 | \$0.00 | \$0.00 |
| Meals | \$0.00 | \$0.00 | \$0.00 |
| Ground Transportation | \$0.00 | \$0.00 | \$0.00 |
| Airfare | \$0.00 | \$0.00 | \$0.00 |
| Excursions | \$0.00 | \$0.00 | \$0.00 |
| Insurance (\$2 per day per participant) | \$0.00 | \$0.00 | \$0.00 |
| Host Institution tuition/classroom | \$0.00 | \$0.00 | \$0.00 |
| Misc. | \$0.00 | \$0.00 | \$0.00 |
| TOTAL GROUP EXPENSES | | | \$0.00 |
| Optional Expenses | | | |
| Advertising (93030) | | | \$0.00 |
| Reunion Meals (93330) | | | \$0.00 |
| Postage (93550) | | | \$0.00 |
| Supplies (93800) | | | \$0.00 |
| Duplicating (93230) | | | \$0.00 |
| Printing (93560) | | | \$0.00 |
| Telephone (93830) | | | \$0.00 |
| TOTAL OPTIONAL EXPENSES | | | \$0.00 |
| Personnel | | | |
| Salary | | | \$0.00 |
| Benefits | | | \$0.00 |
| TOTAL PERSONNEL EXPENSES | | | \$0.00 |
| TOTAL IDC | | | \$0.00 |
| Reserve | | | \$0.00 |
| TOTAL EXPENSES | | | \$0.00 |

Step 4: Review Income minus Expenses

Income minus Expenses must be zero or greater. Budgets with a deficit will not be approved.

INCOME minus EXPENSES

\$0.00

Step 4: Complete the four questions.

What expenses are included in the program fee?

What expenses are excluded?

What is the justification for any proposed volunteer(s)?

Any additional comments?

Frequently Asked Questions

1. What travel agents or program providers can I use?

Procurement Services has secured services from three travel agencies: Allen Samuels House of Travel, Anthony Travel, and Millennium Tours. See <https://www.baylor.edu/procurement/purchasing/index.php?id=98288> for further information. For study abroad program provider options, please contact the Director for Study Abroad or Faculty-Led Program Coordinator.

2. Can I pay for travel expenses with my personal credit card?

Group accommodations and transportation expenses must be paid directly from the university to the travel agent or program provider. This is done by sending the final invoice to CGEFinance@baylor.edu. Cultural events may require an immediate credit card payment online and such expense can be

paid with a personal credit card and reimbursed through an expense report. Similarly, individual faculty and staff airfare selected outside of travel agents for the approved program dates can be purchased with a personal credit card and reimbursed through an expense report.

3. *Should I include student airfare in the program budget?*

Most programs do not include airfare. Students are traveling to and from different locations around the country in the summer. This makes a single group flight cost impossible to achieve. In addition, some students prefer to use miles or extend a vacation which leads to price variations. Including airfare in the program fee is generally discouraged. A popular alternative is to have a group flight for which the students pay directly to the travel agency.

4. *Is the program fee per student from my study abroad program provider the same as the program fee listed under Income in the budget form?*

No. The program fee listed under Income in the budget form is the amount that students will pay Baylor in addition to their tuition and other fees. The program fee from a study abroad program provider is the amount that Baylor is committed to paying the provider based on enrollment. Because tuition is considered program revenue, it subsidizes the travel costs of the program to reduce the program fee to students. This usually means that the program fee listed under Income on the budget form will be less than the program fee per student charged by the study abroad program provider.

5. *Can I give students the option of taking 3 hours instead of 6 hours?*

Students are expected to take 6 hours of coursework on a summer study abroad program. Exceptions can be made but must be approved prior to submitting a budget or communicating with students. If a budget is approved based on the expectation that students will take 6 hours, all students are expected to take 6 hours. Contact the Director for Study Abroad or Faculty-Led Program Coordinator to discuss your situation or case-by-case exceptions.

6. *A vendor cannot confirm the actual cost of service until a later time. Is it okay to estimate?*

Yes. If some costs absolutely cannot be confirmed until a later date, provide reasonable estimates based on the cost in previous years. Be sure to consider regular increases in costs and be conservative in your estimate.

7. *Where can I find more resources on the Budget preparation?*

Visit the shared Box folder (<https://baylor.app.box.com/folder/22214872619>).

Designation Numbers

| | |
|---------|--------------------------------|
| 1090048 | Baylor Arts Festivals Abroad |
| 1090028 | Baylor Business in Europe |
| 1090033 | Baylor Business in Shanghai |
| 1090010 | Baylor Business in Sydney |
| 1090035 | Baylor Ed in Costa Rica |
| 1090012 | Baylor in Argentina |
| 1090029 | Baylor in Australia |
| 1090023 | Baylor in Austria |
| 1090057 | Baylor in Barbados |
| 1090036 | Baylor in Brazil |
| 1090011 | Baylor in Budapest |
| 1090034 | Baylor in Caribbean-Costa Rica |
| 1090016 | Baylor in China |
| 1090027 | Baylor in Denia |
| 1090040 | Baylor in Florence |
| 1090019 | Baylor in Germany |
| 1090024 | Baylor in Great Britain |
| 1090004 | Baylor in Greece |
| 1090006 | Baylor in Italy/Greece |
| 1090042 | Baylor in Japan |
| 1090044 | Baylor in London (FIE) - Fall |
| 1090045 | Baylor in London (FIE)- Spring |
| 1090022 | Baylor in London-Comm Studies |
| 1090031 | Baylor in Maastricht Fall |

| | |
|---------|-------------------------------|
| 1090032 | Baylor in Maastricht Spring |
| 1090037 | Baylor in Maastricht Summer 1 |
| 1090043 | Baylor in Maastricht Summer 2 |
| 1090025 | Baylor in Madrid |
| 1090009 | Baylor in Morocco |
| 1090018 | Baylor in Oxford |
| 1090026 | Baylor in Paris |
| 1090005 | Baylor in Peru |
| 1090041 | Baylor in St Andrews Fall |
| 1090014 | Baylor in St Andrews Spring |
| 1090015 | Baylor in Thailand |
| 1090039 | Baylor in Tuscany |
| 1090001 | Baylor Law in St Andrews |
| 1090007 | Baylor Nursing in Hong Kong |
| 1090059 | Baylor Pre-Med in Dublin |
| 1090030 | Baylor Theatre Abroad |
| 1090020 | European Business Seminar |
| 1090021 | FCS European Study Tour |
| 1090047 | Global Health in Africa |
| 1090056 | Health Sciences in Costa Rica |
| 1090008 | Interior Design Study Abroad |
| 1090017 | Nursing in Great Britain |
| 1090013 | S3 Global Programs - London |
| 1090003 | Social ENT in Africa |