

Appendix II Budgeting Guide

A. Fixed Costs

- Rental of Classrooms
- Faculty Leader’s Travel (airfare, local ground transportation, parking, etc.)
- Faculty Leader’s Per Diem expenses (indicate basis of deriving the daily rate, should not exceed GSE per diem rate for meals- \$56)
- Cost of any vehicle rentals (e.g., minibuses)
- Internationally active cell phone
- Miscellaneous supplies (paper, Xerox, etc.)
- Guest Lecturer Honoraria
- Tour Guides

TOTAL FIXED COSTS

\$xxx

B. Variable Costs

- Administration costs (\$150 per student if the program is less than three weeks in length or \$175 if the program is three weeks or more)
- International Airfare
- Ground transportation (trains, taxis, etc.)
- Room rental in dorms or hostel (indicate basis of cost)
- Cost of meals (indicate basis of cost)
- Books and other educational materials
- Tickets to museums and cultural events
- Insurance
- Contingency

TOTAL VARIABLE COSTS

\$xxx

Hint One: you may wish to collect only some of the above costs as part of the program expense and ask students to bring sufficient money to cover other costs—e.g., bus fares and tickets to cultural events—out-of-pocket. That will simplify accounting.

Hint Two: figure the cost per student, and then multiply the total by the number of students.

TOTAL PROGRAM COSTS =

Fixed Costs + Variable Costs = **\$xxx**

COST PER PARTICIPANT =

Fixed Costs + Variable Costs = **\$xxx**
Number of Participants