BUDGET OVERVIEW

How is the budget organized? What do students pay?
- Travel study students pay a program fee + tuition + registration fee for winter/summer.
- Study abroad budgets are divided into 3 separate and distinct sections:
  - Students costs – covered by the student program fee
  - Faculty costs – covered by tuition & paid out of IGS budget
  - Program costs – covered by tuition & paid out of IGS budget
- This budget handout is intended to accompany the Excel blank budget file that can be downloaded from http://www.udel.edu/global/studyabroad/information/facultychecklist.html

Program Fee – How is this calculated?
- IGS uses the total projected student costs to set an estimated program fee.
- IGS adjusts the total to account for unforeseen student emergencies and last-minute unexpected charges.
- IGS is responsible for setting the estimated and final program fees.

Program Fee – Will I spend the entire Program Fee on site?
- No. We will prepay many expenses to local vendors.
- You will work with your Program Coordinator to determine what is prepaid vs. what you will pay on site.
- You will only need to account for what is included in your cash advance.

Minimum enrollment – How many students are required? Can my program have a funded TA (Travel Assistant)?
- The program must be financially feasible.
- This usually requires a minimum of 14 students (1 faculty director) or 28 students (2 faculty directors), but may require more.
- Programs with at least 18 students (1 faculty) or 32 students (2 faculty) may be eligible for a funded TA. Check with your Program Coordinator to see if your budget can cover this.

Travel Agents – Can we hire them to help?
- Using travel agents is not encouraged. Agents often steer groups toward non-academic, touristic activities, which drive up program cost for students and dilute academic rigor and meaningful intercultural learning.
- If a travel agent is absolutely necessary, their role should be limited to coordinating complicated in-country travel.
- Faculty are responsible for making the majority of their program’s arrangements.
- Before asking a travel agent for a quote, speak to your Program Coordinator.

Family/friend expenses – Will UD cover these?
- No. All family/friend guests are responsible for their own meals, airfare, hotel rooms, admissions on excursions (museums, tours, theatre tickets), airport shuttles, and any other costs that may result from their presence.

Timing – Can the program begin before winter/summer session (or extend beyond)?
- No. UD Counsel has liability concerns with programs occurring outside of the term. In addition, IGS and other UD support units are unable to provide emergency services when UD is not in session.

Timing – Can we teach some of our lectures in fall/spring semester (to save class time abroad)?
- No. Winter/summer coursework should take place during the session.
- Requiring winter/summer assignments during fall/spring semester is prohibited.
- Study abroad grades are due to Registrars at the end of winter/summer session (same deadline as for on-campus courses).

Courses – How many can we offer on a program?
- UD Micromesters = 1 course (3-4 cr.)
- Standard 5-week study abroad = 2 courses (6-7 cr.)
- Only under extremely unusual circumstances will programs include more than 2 courses; these exceptions are usually language courses to accommodate students’ varying proficiency levels.
FACULTY (IGS) EXPENSES

Salary – What are faculty paid?
- Overload salary for the courses you teach on the program (see Winter or Summer overload S-contract rates).
- Plane ticket, housing, excursions, local ground transportation, and per diem (as budgeted & approved by IGS).
- Each program receives a 1-credit administrative supplement to help cover time spent managing and organizing your program.

If I have a co-director, who gets the 1 cr. admin supplement?
- This varies by program. Some faculty share the responsibility of managing program tasks, and thus share the 1 cr. salary. Other programs have one faculty take a lead role. Discuss this with your co-director. Whatever you decide, inform your department(s) before they issue your S-contracts.

If my program has an assistant (TA), what’s covered?
- TAs receive everything that is included in the students’ program fee.
- Plus roundtrip airfare. Plus (if feasible) extra to cover a single room (no sharing with the students).
- No per diem, no airport shuttles, no taxi funds, no visa unless included in the students’ program fee, etc.

Health Insurance – It’s included in the students’ program fee. Is it covered for faculty?
- No. Faculty are encouraged to investigate the overseas coverage provided by their regular U.S. policy.
- Faculty are eligible to purchase Geoblue health insurance through IGS at their own expense.

Plane Ticket – How much to budget, and what’s covered?
- IGS will purchase a plane ticket for the faculty (and, if you have one, a TA).
- Use a rough estimate found online for a reasonably priced economy fare ticket.
- IGS will cover up to 2 checked bags for each faculty. If there is an extra fee for this, include it in your budget.
- IGS will cover the cost to reserve a standard seat in economy class, if an airline charges for this. IGS does not cover the cost of upgrades, extra leg room or higher fares resulting from faculty flying outside of the program dates.

U.S. Airport Transportation – What are my options?
- IGS will cover faculty transportation to/from the U.S. airport (not covered for students or TAs).
- Option 1: Delaware Express shared shuttle (including tip) with UD discount
  - Standard shuttle to local airports (or best available option to New York area airports) – get a receipt.
  - If you opt for an upgrade, you pay the difference.
- Option 2: Round-trip mileage/tolls between your home and the airport.
- Option 3: Public transportation if feasible (for example train to Newark NJ airport).

Traveling early or staying late?
- If you travel before/after the group, you are responsible for all expenses (accommodations/meals/transport/etc.) on the non-program days.

Accommodations – What will UD cover?
- Remember that these are student programs. Top priorities = safety, affordability, and convenient location.
- For faculty, UD covers a single hotel room or a one-bedroom apartment.
- If single hotel rooms in this location are extremely small, UD will cover “double occupancy / single use.” Spouses or other guests who share the room are responsible for extra charges, if any.

Excursions – How do we budget these for faculty?
- Use the same amounts used for students.
- If there is a flat charge ($150 for a group tour), this is divided equally across students, faculty and assistants.
- If faculty costs are “comped” (free ticket), the savings belong in the faculty column, not shared across the group.

Per Diem – What does it cover & how is it calculated?
- Per diem offsets the extra expenses of travel such as restaurant meals, laundry, and dry cleaning.
- IGS will calculate your per diem. UD travel study per diem is based on the Federal State Dept. MI&E rates:
  - 40% for faculty staying in apartments with a kitchen
  - 50% for faculty staying in a hotel
- If specific meals have been provided as part of the program (i.e. hotel breakfasts, or group lunches with excursions), IGS will subtract these meals from your per diem.
STUDENT EXPENSES (PROGRAM FEE)

Tips and Gratuities – What is appropriate?
- If you plan to distribute tips or gratuities, include them in your budget, within the appropriate category (hotel tips in Accommodations, bus driver tips in Transportation, tour guide tips in Excursions).

Transportation – What is this?
- At some locations it may be convenient to provide students with a subway or bus pass, or to distribute funds for them to purchase public transportation tickets in order to travel to class or program-related activities.
- Faculty may wish to arrange for a group bus to transport the group between the arrival airport to their lodging.
- The program fee does NOT include students’ transportation costs to/from the U.S. departure airport.

Excursions – What is appropriate?
- Most excursions on your program should directly relate to the academic content of your courses.
- Also include a few cultural excursions (related to the history, traditions, culture, etc. of the people who live in the country).
- Recreational activities should not be included. Students can do these in their free time, and at their own expense.

Excursions – What exactly should I include in the budget?
- Each excursion is different, but most include:
  - Transportation
  - Admission fees
  - Guest speakers / Tour guides
  - Gratuities
  - Extra meals (that are part of the excursion)

Exploratory Excursions – Can I use program funds to check out excursions on-site (before taking the students)?
- Not in most cases. Reliable information should be available on-line, through guide books, or from local staff.
- For the rare case where an excursion "preview" would be advisable, the costs would be charged to the excursion budget (shared by students, faculty and assistants).

Last Minute Additional Excursions/Events – Can I spontaneously treat the students to ice cream or take them to a museum exhibit, play, or concert that I’ve just found out about?
- Yes, but you need to budget for these unforeseen extra expenses.
- Average “additional excursions” budget line = $25-$100 per person.

Meal & Travel Allowances – What are these?
- This category allows you to distribute cash to students for travel or meals.
  - Example: your program visits a city, then students catch a bus back to the program site independently.
    You distribute an allowance to students to cover their bus ticket and dinner that evening.
- Note that this category is only for students/TA, not for faculty, as faculty must present a receipt for transportation expenses and receive per diem for meals.

Group Meals – What do I need to know?
- All meals should take place during the program. Do not include pre- or post-program events.
- Faculty receive per diem for their meals. But if you would prefer to be included in the group meals instead, your Program Coordinator can adjust your per diem.
- You can include a small amount under Meals to cover snack items such as purchasing bottles of water or packages of granola bars for a hike or long bus ride, or treating students to ice cream.

Farewell Event – What is this?
- This celebratory meal is a way of saying thank-you to your hosts and host families.
- Average farewell event = $35-40 per person.
- Students will cover the cost of any invited guests, as well as the faculty meal.
- If your program does not spend a significant time in one location, a farewell event with guests may not be necessary.
**PROGRAM (IGS) EXPENSES**

**Immunizations and other Miscellaneous Expenses**
- If your site requires extensive **immunizations**, note it here. IGS will cover this for faculty only.
  - IGS does **not cover** routine immunizations such as tetanus boosters or flu shots.
- If your program requires a **visa**, note it here.
  - IGS will cover visa costs for faculty.
  - For students and TAs, include this in the program fee *only if* you plan to collect/submit all visa applications on behalf of your group (i.e. if it makes sense to submit applications in batch rather than individually).
- If your site charges a **departure tax**, note it here (for students, faculty and TAs).

**Foreign Instructors – Do all programs have these?**
- No. Most courses are taught by UD faculty.
- But they can be a good option for programs with one faculty director. Discuss this with your Program Coordinator.
- Salary ranges widely depending on the credentials of the individual and the salary standards *in the host country*.

**Guest Speaker vs. Tour Guide?**
- Guest Speaker = someone who visits your usual classroom (honorarium paid out of IGS budget)
- Tour Guide = someone who joins you on an excursion, or whom the group travels to see (costs paid by students in program fee)

**Guest Speakers – How many to include, and how much to pay?**
- Average = 4-6 speakers, each paid $100-250.
- Average guest speaker budget = $400-800.
- Honoraria range widely depending on the credentials of the individual, the role they play in the program, and the standards for honoraria *in the host country*.
- Guest speakers are required to sign a receipt when paid (unless they have been paid in advance).

**Supplies – What does it cover?**
- Average supplies budget = $50-150.
- This category refers to consumable supplies (such as paper, exam booklets, pencils).
- IGS does not cover:
  - tour books, maps, souvenir guides, etc.
  - personal items (passport, travel clock, electric plug adapter, reading lamp, etc.)
  - departmental teaching or technology materials, tools, films, or books

**Communications – How much, and how can this be used?**
- Average communications budget = $100 total.
- This category covers PROGRAM RELATED phone calls, faxes, texts, and internet access.
- Most faculty take their U.S. cell phone with them abroad.
- If this is not an option, rent a cell phone abroad instead of buying one (as phones quickly become outdated).
- Any purchased phones become property of IGS and should be delivered to IGS with your receipts upon return.

**Postage – How much, and how can this be used?**
- Average postage budget = $50-100.
- This category covers the cost of shipping textbooks or teaching materials to (or home from) your program site.
- Please plan ahead when using this category. **IGS will not reimburse for Fed Ex or other overnight carriers.**

**Host hospitality – How much, and how can this be used?**
- Average hospitality budget = $100-300.
- This category covers small tokens of appreciation to program HOSTS (not University employees, family members, students, or TAs).
- Sample uses: a card, small gift such as flowers or candy (max. $25), dinner/lunch, coffee
- **This category may NOT be used to purchase alcohol.**
- Hospitality funds should not be used in lieu of gratuities or tips; for example, the purchase of extra tickets should not be used to “tip” the purchasing agent.