

## WU Faculty-led Study Abroad Program Program Administrative Expense Chart

Complete the chart below with the Faculty leader/s' program cost. If there are multiple faculty leaders, please enter the total costs for all faculty leaders in each expense category. Then, enter the total 'per participant' amount into the Estimated Student Budget Sheet under Program Administrative Fee.

Faculty Leader/s' Expense	Individual Cost	Divided by Number of Participants	Share per Participant
<i>Sample airfare</i>	<i>\$1000.00</i>	<i>10</i>	<i>\$100.00</i>
*Airfare			
In-Country Travel			
Country-Specific Visa			
Single-Room Accommodations			
Transportation to/from Departure			
Per Diem Meals			
Gratuities / Tips			
Events/Tours/Excursions			
Other			
<b>TOTAL SHARE OF FACULTY LEADER/S' EXPENSES PER PARTICIPANT:</b>			

**\*Note for NEW Faculty-led Study Abroad Programs:** Faculty who develop a new Faculty-led Study Abroad Program that is departing for the first time are eligible to receive reimbursement of their airfare, reducing the shared cost to the participant. To request reimbursement, please contact Beth O'Neill, Associate Provost.

Repeat programs and programs that are approved under the model of a previously approved program are not eligible for airfare reimbursement.

Programs that are departing to a new location under the model of a previously approved program are not eligible for airfare reimbursement.

The share of the Program Administrative expenses must be included in the Faculty-led Study Abroad Program Estimated Student Budget. If these expenses are not included please explain below how the faculty leaders cost will be covered.