

Budget Checklist: Items to Consider

As you are working through your budget proposal, below are the main categories and some questions to consider to avoid “surprise” expenditures later in the process.

Individual Student Expenses: Variable costs charged on a per student basis.

1. Ground Transportation
 - Will the group travel together to the airport (i.e. via Coach USA bus from Madison to O’Hare airport)
 - Will the group travel back from the airport at the end of the program, as well?
2. Airfare
 - Will there be a domestic flight in addition to the international flight?
 - What are the luggage limitations? Will there be additional fees?
 - Is there a departure tax levied by the country you are visiting?
3. Travel Insurance
 - Will you require travel insurance for your group? Note: study abroad *health insurance* IS required by Edgewood College and is separate from travel insurance.
 - Is it important that the participants have trip cancellation insurance or trip interruption insurance? NOTE: Read the fine print if you are considering travel insurance solely for the trip cancellation benefit!
4. Lodging
 - Is laundry service provided as part of the accommodations package?
5. Meals
 - If there will not be meals provided on the airplane(s), will the program fee include a meal/food stipend during travel?
6. In-country Transportation
 - Will you need taxi or shuttle service once you are in-country to get to your hotel or accommodations?
7. Excursions/ Admissions fees
 - Are there meals that need to be considered during excursion days?
 - Are there ground transportation costs involved in getting to the activity site?
8. Health Insurance
 - Check with CGE staff to receive the most up to date WAICU Study Abroad Health Insurance policy premiums.
9. Cell phones
10. Supplies/materials
11. Tuition paid to institutions abroad
12. Other: e.g. Visas and/or other entry requirements

Shared Costs: Fixed costs that do not vary according to the number of participants.

1. **PD expenses**
 - a. Salary
 - b. Room and Board
 - c. Cell phone
 - d. Transportation in-country
2. **Teaching staff expenses**
3. **Office**
 - a. Is there an extra charge for internet access?
4. **Classroom rental**
5. **Guest lecturers**
6. **Gifts for hosts**
7. **Excursions/ Admissions fees**
 - a. Are there group rates?
8. **Service provider fees**
9. **Tips**
 - a. Consider: tour guides, taxi drivers, bellhops, host family housekeepers, etc.
10. **Contingency Funds (strongly recommended for emergencies)**
11. **Other**