Basic Information

Fill out this information first and it will automatically update the rest of the worksheets in the appropriate areas

Please note: only make changes to items that are shaded grey

	Information for Initial Budget				
Program Name	UCF Pretend Study Abroad Program				
Location (City, Country)	London, England				
# of Program Directors	1				
Program Director(s)	Hugh Jackman				
Host Institution	London Metro University				
UCF College	CAH				
UCF Department	Theater				
Exchange Rate 1 Type	EUR to USD				
Exchange Rate 1 Amount	1.17				
Exchange Rate 2 Type	N/A				
Exchange Rate 2 Amount					
Application Deadline	2/1/2019				
Commitment Deadline	2/15/2019				
Flight Included for Participants (Y/N)	N				
Program Start	6/1/2019				
Program Ends	6/15/2019				
Enrollment Min	10				
Enrollment Max	20				
Enrollment Projected	15				
Date Initiated	6/25/2018				
Initiated By (Initials)	НЈ				

Other Useful Information	
VISA Needs	N
Actual Exchange Rate	1.17
Exchange Rate Date Looked Up	6/25/2018
Prof 1 DOB	
Prof 2 DOB	
Credit Hours	3
Travel Warning Y/N	N
Professor's Budget Thoughts	
Prof 1 Address	
Prof 2 Address	
Prof 1 Miles to Airport	

Prof 2 Miles to Airport Prof 1 Parking/Day \$\$	
Prof 2 Parking/Day \$\$	
Program Airport Codes	
Maximum Per Diem	
Per Diem Date	

Notes	

(ex. MCOCDGMCO - MCOCDG/LHRMCO) Calculated from a separate document

UNIVERSITY OF CENTRAL FLORIDA
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Prog. Director: Hugh Jackman Host Institution (if Applicable): London Metro University College: CAH Department: Theater Exchange Rate(s) Used: EUR to USD 1.17 N/A 0 App. Deadline 2/1/2019 Commitment Deadline: 2/15/2019 Program Dates Enrollment Budget Preparation Details Start End # Days Abroad Min. Max. Projected Date Initiated Initiated By Last Updated Updated By 1/1/2019 6/15/2019 15 10 20 15 6/25/2018 HJ Updated Wide: Total cost per student is based on minimum enrollment. Lodging Details	Short Term Study Abroad: Initial Details (Participant)									
Color Colo	Program Name:	UCF Pretend Study Abroad Program				Location (City, C	ocation (City, Country): London, England			
	Prog. Director:	Hugh Jackman				Host Institution (if Applicable):	London Metro Un	versity	
Program Date Prog	College:				Department:	Theater				
Seat	Exchange Rate(s			1.17		0	App. Deadline			2/15/2019
1/2019		Program Dates			Enrollment			Budget	Preparation Details	
Abbet 7 of issues per student is based on revisioner excellence. Codging Details	Start	End	# Days Abroad	Min.	Max.	Projected	Date Initiated	Initiated By	Last Updated	Updated By
Code	6/1/2019	6/15/2019	15	10	20	15	6/25/2018	HJ		
Cost Po Night Software Cost Po Night Software Cost Po Night Software Cost Po Night Software	Note: Total cost p	er student is based	l on minimum enrollm	nent.						
	Check-In	Check- Out	_		lame, City, Occupa	incy)		_	# of Rooms	, ,
Total Locyting per student S -										
			0					Total Lo	odging per student	\$ -
	Dete(s)	Vandan	Description					Day Cturdant	Fire d Lower	Tatal/Cturlant
	Date(s)	vendor	Description		Transports	tion at Site De	taile	Per Student	rixea Lump	rotal/Student
					rransporta	tion at one De	talis	1 ¢	¢	T @
Flights Only										
						Flights Only		ъ -	φ -	φ -
Participant Transportation at Site Total S						ngrits Offiy		T ¢	l ¢	\$
Participant Transportation at Site Total										
			Particinant	Transportation a	at Site Total					
			ranticipant	Transportation	it Site Total			a -	-	φ -
					Eveur	sions Details				
					Excui	Sions Details		Q -	9 -	Q .
Participant Excursions and Non-Classroom Activities Total \$.										
Participant Excursions and Non-Classroom Activities Total \$ -										
Host Institution Fees Details		Pa	articipant Excursion	ns and Non-Class	sroom Activities To	otal				
								1 *	1 *	1 *
					Host Instit	ution Fees De	tails			
S								\$ -	\$ -	\$ -
Participant Host Institution Fees Total \$ -										
Participant Host Institution Fees Total \$ -										1
Participant Host Institution Fees Total \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$								\$ -	\$ -	\$ -
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S - S - S - S - S - S - S - S - S - S	·								•	
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Participant Group Meals Total \$ -								\$ -	\$ -	\$ -
Participant Group Meals Total \$ - \$ - \$ - \$ - \$								\$ -	\$ -	\$ -
Program Materials/Supplies \$ - \$ - \$ - \$ - \$ - \$ \$ - \$ \$ - \$ \$ - \$ \$								\$ -	\$ -	\$ -
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Participant Program Materials and Supplies Total \$ -										
Participant Program Materials and Supplies Total \$ - \$ - Other Incidentals Other Incidentals if other incidentals - add lines as appropriate on initial budget \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -										
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if other incidentals - add lines as appropriate on initial budget \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -			Participant Prog	ram Materials an	d Supplies Total			\$ -	-	\$ -
if other incidentals - add lines as appropriate on initial budget \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -										
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Short Term Study Abroad: Initial Details (Program Leader)									
Program Name:	UCF Pretend Study Abroad Program				Location (City, Country):		London, England		
Prog. Leader:	Hugh Jackman			Host Institution (if Applicable):		London Metro Un	iversity		
College:	CAH				Department:	Theater			
Exchange Rate(s) Used:	EUR to USD	1.17	N/A	0	App. Deadline	2/1/2019	Commitment Deadline:	2/15/2019
	Program Dates			Enrollment			Budget	Preparation Details	
Start	End	# Days Abroad	Min.	Max.	Projected	Date Initiated	Initiated By	Last Updated	Updated By
6/1/2019	6/15/2019	15	10	20	15	6/25/2018	HJ		
Note: Total cost pe	er student is based	on minimum enroll	lment						
								# of Leaders	,
				Program Lea	ader Expense	Details			
Item Description							Per Leader	Total Leader(s)	Total/Student
Transportation to	Site (Details)							\$ -	\$ -
	Mileage	Parking	Taxi/Tolls	R/T flight	C	Baggage	Sub-Total		
Leader 1	\$ -	\$ -					\$ -		
Leader 2	\$ -	\$ -					\$ -		
Lodging (Details	Per Program Lead	der)							
Lodging Type (Na	ame and City)			Cost Per Night	# of nights	Per Leader			
				\$ -	C	\$ -			
				\$ -	C	\$ -	-		
				\$ -	C	\$ -	1		
		Program Leade	er Lodging Total	Į	<u> </u>		\$ -	\$ -	\$ -
			<u> </u>			·	ļ.	<u> </u>	
Description					Per Student	Per Leader	7		
Transportation at	Site (Details)				1	1	-		
	, ,				\$ -	\$ -	-		
					\$ -	\$ -	-		
Flight if Applicab	le .				ΙΨ	ΙΨ	+		
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					\$ -	\$ -	-		
Program Leader Transportation at Site Total					\$ -	\$ -	\$ -	-	\$ -
r rogram Leader Transportation at Site rotal					Ψ	Ι Ψ	Ψ	Ψ	1 4
Excursions (Deta	ile)						٦		
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OLI A Illoidaca III	Student program c					_	_		
					\$ -	\$ -	_		
	Program	m Leader Excursi	on Total				¢		T ¢
	Flogra	III Leader Excursi	on rotal		\$ -		\$ -	-	\$ -
Heat Institution F	ince (Details)						٦		
Host Institution F	ees (Details)					•	_		
					\$ -	\$ -			
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	Program Lea	der Host Institution	on Fees Total		\$ -	\$ -	\$ -	\$ -	\$ -
							Т		
Program Material	s and Supplies				1		_		
					\$ -	\$ -	_		
					\$ -	\$ -			
				\$ -	\$ -		1	T	
	Program Leader	Program Materials	s & Supplies Total	<u> </u>	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Meals		Max Allowed:	\$ -	Program Leader	Capped at:		\$ -	\$ -	\$ -
	ternet/Fax (\$50/w	eek if not include						\$ -	\$ -
Visas & Foreign I	Fees	Leader 1	\$ -	Leader 2	\$ -			\$ -	\$ -
Incidentals						\$ -		\$ -	\$ -
1			Total					\$ -	\$ -

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			Sho	ort Term Study	Abroad: Initia	al Budget			
Program Name:	UCF Pretend Study Abroad Program			Location (City, C	ccation (City, Country): London, England				
Program Leader:	Hugh Jackman Host Institution (if			if Applicable): London Metro University					
College:	CAH Department: Theater				Theater				
Exchange Rate(s) U	Used: EUR to USD 1.17 N/A 0 App. Deadline					App. Deadline	2/1/2019	Commitment Deadline:	2/15/2019
	Program Dates		E	stimated Enrollme	ent		Budget	Preparation Details	
Start	End	# Days Abroad	Min.	Max.	Projected	Date Initiated	Initiated By	Last Updated	Updated By
6/1/2019	6/15/2019	15	10	20	15	6/25/2018	HJ		
				RE	VENUE				
			Description			Per Student	Lump Sum	Projected Re	venue
Sponsorship								\$	-
Other									
Total Program Reve							1	\$	-
Per Student Revenu	ie						\$ -	\$ -	\$ -
				EX	PENSES		1		
								Per Student Expenses	_
							Min. Enrolled	Max. Enrolled	Projected
Instructional Costs							1	Т	_
Host Institution Fees							\$ -	\$ -	\$ -
Stipend for Non-Tead	ching Duties						0	0	0
Other									
Program Leader Ex	penses								
Transportation to site							\$ -	\$ -	\$ -
Flight, Airport Parking		axi. Baggage Fees					ų.	Ψ	ų.
Lodging	5, 1151, 115,	, , , , , , , , , , , , , , , , , , , ,					\$ -	\$ -	\$ -
Transportation at site)						\$ -	\$ -	\$ -
Train, Taxis, Metros,		Airport Transfers. Ba	aggage Fees				ų.	Ψ	ų.
Excursions/Providers		, ,	.99-9				\$ -	\$ -	\$ -
Meals	\$ -	Meals Capped at	\$ -				\$ -	\$ -	\$ -
Program Materials, S		would Capped at	Ψ				\$ -	\$ -	\$ -
Business Calls, Inter							\$ -	\$ -	\$ -
Visa, Immigration, Fo		es					\$ -	\$ -	\$ -
Incidentals							\$ -	\$ -	\$ -
							, ·	T	*
Participant Expense	es						1	T	_
Group Flight (to site)								\$ -	\$ -
Lodging							\$ -	\$ -	\$ -
Transportation at site							\$ -	\$ -	\$ -
Train, Taxis, Metros,		Airport Transfers, Ba	aggage Fees						
Excursions/Providers	S						\$ -	\$ -	\$ -
Group Meals							\$ -	\$ -	\$ -
Program Materials, S		ons, Equipment, Ba	ggage Fees, Back	ground Checks			\$ -	\$ -	\$ -
Visa and Processing	Fees							\$ -	\$ -
Combined Expense	s								
Wire Transfer Fees	(\$25 each)						\$ -	\$ -	\$ -
International Transac	ction Fees @ 3%;	contingency fee 1-39	%				1.00%	1.00%	1.00%
Subtotal Program E	xpenses						\$ -	0	0
UOF Administration	F								•
UCF Administrative							•		
IAGS Administrative	ree						\$ -	\$ -	\$ -
					ESTIMATED PRO	GRAM FEE	\$ -	\$ -	\$ -
					ADVERTISED PR	OGRAM FEE			
Cost per day:	ay: \$ - TOTAL PROGRAM EXPENSES					\$ -	\$ -	\$ -	
								not to cancel a program tha	t is not expected to
be financially feasible	e. Financial sponso	orship must be appro	oved by the chair o		·	lean of the college.			
Initial Budget Approval									
	Print Name Date				Signature				
Program									
Dept. C									
College									
UCF Ab	road								