

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)	HJ

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	

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

Short Term Study Abroad: Initial Details (Participant)

Program Name:	UCF Pretend Study Abroad Program			Location (City, Country):	London, England				
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
6/1/2019	6/15/2019	15	10	20	15	6/25/2018	HJ		

Note: Total cost per student is based on minimum enrollment.

Lodging Details

Check-In	Check- Out	# of Nights	Lodging Type (Name, City, Occupancy)	Cost Per Night	# of Rooms	Subtotal (USD)
		0		\$ -		\$ -
		0		\$ -		\$ -
		0		\$ -		\$ -
		0		\$ -		\$ -
Total Lodging per student						\$ -

Date(s)	Vendor	Description	Per Student	Fixed Lump	Total/Student
Transportation at Site Details					
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Flights Only					
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Participant Transportation at Site Total			\$ -	\$ -	\$ -

Excursions Details

			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Participant Excursions and Non-Classroom Activities Total			\$ -	\$ -	\$ -

Host Institution Fees Details

			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Participant Host Institution Fees Total			\$ -	\$ -	\$ -

Group Meals

			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Participant Group Meals Total			\$ -	\$ -	\$ -

Program Materials/Supplies

			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Participant Program Materials and Supplies Total			\$ -	\$ -	\$ -

Other Incidentals

		<i>if other incidentals - add lines as appropriate on initial budget</i>	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
Participant Other Incidentals Total			\$ -	\$ -	\$ -

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 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
6/1/2019	6/15/2019	15	10	20	15	6/25/2018	HJ		

Note: Total cost per student is based on minimum enrollment

of Leaders **1**

Program Leader Expense Details

Item Description							Per Leader	Total Leader(s)	Total/Student
Transportation to Site (Details)								\$ -	\$ -
	Mileage	Parking	Taxi/Tolls	R/T flight	Baggage	Sub-Total			
Leader 1	\$ -	\$ -				\$ -			
Leader 2	\$ -	\$ -				\$ -			

Lodging (Details Per Program Leader)

Lodging Type (Name and City)	Cost Per Night	# of nights	Per Leader
	\$ -	0	\$ -
	\$ -	0	\$ -
	\$ -	0	\$ -
Program Leader Lodging Total			\$ -

Description	Per Student	Per Leader
Transportation at Site (Details)		
	\$ -	\$ -
	\$ -	\$ -
Flight if Applicable		
	\$ -	\$ -
	\$ -	\$ -
Program Leader Transportation at Site Total	\$ -	\$ -

Excursions (Details)	Per Student	Per Leader
CEPA- included in student program costs	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Program Leader Excursion Total	\$ -	\$ -

Host Institution Fees (Details)	Per Student	Per Leader
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Program Leader Host Institution Fees Total	\$ -	\$ -

Program Materials and Supplies	Per Student	Per Leader
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Program Leader Program Materials & Supplies Total	\$ -	\$ -

Estimated Meals	1/0	Max Allowed:	\$ -	Program Leader Capped at:	\$ -	\$ -	\$ -
Business Calls/Internet/Fax (\$50/week if not included)						\$ -	\$ -
Visas & Foreign Fees	Leader 1	\$ -	Leader 2	\$ -		\$ -	\$ -
Incidentals				\$ -		\$ -	\$ -
Total						\$ -	\$ -

Short Term Study Abroad: Initial Budget

Program Name:	UCF Pretend Study Abroad Program				Location (City, Country):	London, England			
Program Leader:	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			Estimated 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		

REVENUE

	Description	Per Student	Lump Sum	Projected Revenue
Sponsorship				\$ -
Other				
Total Program Revenue				\$ -
Per Student Revenue				\$ - \$ - \$ -

EXPENSES

	Per Student Expenses		
	Min. Enrolled	Max. Enrolled	Projected
Instructional Costs			
Host Institution Fees	\$ -	\$ -	\$ -
Stipend for Non-Teaching Duties	0	0	0
Other			
Program Leader Expenses			
Transportation to site	\$ -	\$ -	\$ -
<i>Flight, Airport Parking, Mileage, Tolls, Taxi, Baggage Fees</i>			
Lodging	\$ -	\$ -	\$ -
Transportation at site	\$ -	\$ -	\$ -
<i>Train, Taxis, Metros, Flights, Shuttles, Airport Transfers, Baggage Fees</i>			
Excursions/Providers	\$ -	\$ -	\$ -
Meals \$ - Meals Capped at \$ -	\$ -	\$ -	\$ -
Program Materials, Supplies	\$ -	\$ -	\$ -
Business Calls, Internet, Fax	\$ -	\$ -	\$ -
Visa, Immigration, Foreign Fees & Taxes	\$ -	\$ -	\$ -
Incidentals	\$ -	\$ -	\$ -
Participant Expenses			
Group Flight (to site)	\$ -	\$ -	\$ -
Lodging	\$ -	\$ -	\$ -
Transportation at site(Taxi, Tolls, Shuttle, Flight)	\$ -	\$ -	\$ -
<i>Train, Taxis, Metros, Flights, Shuttles, Airport Transfers, Baggage Fees</i>			
Excursions/Providers	\$ -	\$ -	\$ -
Group Meals	\$ -	\$ -	\$ -
Program Materials, Supplies, Certifications, Equipment, Baggage Fees, Background Checks	\$ -	\$ -	\$ -
Visa and Processing Fees	\$ -	\$ -	\$ -
Combined Expenses			
Wire Transfer Fees (\$25 each)	\$ -	\$ -	\$ -
International Transaction Fees @ 3%; contingency fee 1-3%	1.00%	1.00%	1.00%
Subtotal Program Expenses	\$ -	0	0
UCF Administrative Fees			
IAGS Administrative Fee	\$ -	\$ -	\$ -
	ESTIMATED PROGRAM FEE	\$ -	\$ -
	ADVERTISED PROGRAM FEE		
Cost per day: \$ -	TOTAL PROGRAM EXPENSES	\$ -	\$ -

Academic departments or colleges are not financially liable for study abroad programs, unless they explicitly and in writing provide sponsorship or decide not to cancel a program that is not expected to be financially feasible. Financial sponsorship must be approved by the chair of the sponsoring department and the dean of the college.

Initial Budget Approval

	Print Name	Date	Signature
Program Leader			
Dept. Chair			
College Dean			
UCF Abroad			