

Preparing your Faculty-Led Travel Budget

Determining the cost of your faculty-led travel opportunity as accurately as possible is an important step in the proposal process.

To allow greater access to the opportunity, consider:

- Identifying scholarships and other funding to reduce costs
- Include transportation (including in-country), accommodations, meals, entrance fees for excursions, and tips/gratuities. Though individual students may be able to travel and dine at a lower cost, including these items in credit-bearing courses allows students on financial aid to access additional financial resources.
- Delineate what is included in the budget, what students must pay out of pocket, and which components are optional.

Some additional costs to students may include:

- Passport Application
- Visa
- Vaccinations
- Fees for guides, translators, or guest lecturers
- Travel or program-related supplies and gear
- Classroom rental
- Emergency/contingency funds
- Travel/food/accommodation expenses on “free” days