

**Faculty-led Program  
Budget Worksheet**

**Example Budget**

**Program Details**

Destination of course: Business 211 (Workshop, Int'l)  
 Date: May 18-20, 2011  
 NYSID program: 18

**Student Costs**

	Cost Per Person	Total Cost	Please explain in detail the expenses
Total per person package & services:	1700	1700	1700 (this is the program cost) - travel, insurance, meals, travel
Housing - location 1 (single rooms)	0	0	00 (no housing at location 1)
Housing - location 2 (double rooms)	0	0	00 (no housing at location 2)
Airfare	700	700	700 (one-way airfare)
Local transportation (from Kingston to Airport or Back Station)	0	0	00 (long-haul transportation to the airport)
Transportation (to/from airport/destination)	0	0	00 (no local transportation)
In-country transportation	0	0	00 (no in-country transportation)
Excursions and cultural activities	0	0	00 (no excursions or cultural activities)
Meals provided by group (see group meals include detail)	0	0	00 (no meals provided by group)
Miscellaneous not provided	100	100	100 (miscellaneous not provided)
Insurance (check with P&L Lane)	0	0	00 (no insurance)

**Per Student Costs**

**3000**

**Faculty Costs**

	Cost for 1 Faculty	X Number of Faculty (2)
Total per person package & services:	1700	3400
Housing - location 1 (single rooms)	0	0
Housing - location 2 (double rooms)	0	0
Airfare	700	1400
Local transportation (to/from Airport/Back Station)	0	0
Transportation (to/from airport/destination)	0	0
In-country transportation	0	0
Excursions and cultural activities	0	0
Meals provided by group (see group meals include detail)	0	0
Miscellaneous not provided	100	200
Insurance (check with P&L Lane)	0	0

**Faculty Costs**

**1700**

**Other Costs**

Supplies	100
Office Supplies	200
Miscellaneous (Expenses)	0
Tips (meals, laundry, taxi, porter)	200
<b>Total Other Costs</b>	<b>500</b>

Total Faculty Costs (line 3) and Other Costs (line 4)

**3200**

Divide by the minimum number of students attending

**1600** / student

Per Student Costs (see 18 column C)

**3000**