



Global Education Office

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Budget Template

For your convenience, we have provided a template to build out your program. This can be utilized as part of your final proposal or you may use any budget template you like. Please contact the Global Education Office if you need assistance in developing your budget.

Program Summary

<i>Name</i>	
<i>Department/College</i>	
<i>Department Head</i>	
<i>Status</i>	
<i>Email</i>	

Course Information

<i>Title of Course</i>	
<i>Course Start Date</i>	
<i>International Destination</i>	
<i>Program Travel Dates</i>	
<i>Estimated number of students</i>	
<i>Total Amount Requested</i>	

Itemized Budget

<i>Budget Item</i>	<i>Amount (Per Student)</i>	<i>Currency</i>	<i>Sub-Total</i>
<i>Educational Costs</i> (Lecturers, guest speakers, academic visits, etc.)			
<i>Airfare</i>			
<i>Spring</i>			
<i>May</i>			
<i>Room</i>			
<i>Spring</i>			
<i>May</i>			
<i>On-site Travel</i>			
<i>Bus</i>			
<i>Metro</i>			
<i>Airport Transport</i>			
<i>Meals</i>			
<i>Inclusive</i>			
<i>On own</i>			
<i>Total Program Costs</i>			

Example Price Costs and Resources

Below are some examples of group airfare prices per student for 12+ members. Please be aware, the costs we give are an estimate as of August 2017 and are to be utilized as a base for your budget. Actual costs will be determined about 90 days prior to departure. For more information or just general cost questions, please feel free to contact [Advantage Travel of CNY](#). All prices below are reflecting roundtrip airfare from Dulles Airport and 3-star hotels in a variety of regions.

<i>Location</i>	<i>Per Person Cost</i>
<i>London</i>	
<i>Airfare</i>	\$800.00
<i>Hotel</i>	\$100.00
<i>Beijing</i>	
<i>Airfare</i>	\$850.00
<i>Hotel</i>	\$90.00
<i>Nairobi</i>	
<i>Airfare</i>	\$870.00
<i>Hotel</i>	\$80.00
<i>Buenos Aires</i>	
<i>Airfare</i>	\$1200.00
<i>Hotel</i>	\$95.00

**Again, prices are just average estimates, actual costs will be different.*