



****INTERNAL****

Budget Checklist: Faculty-Directed Education Abroad Programs

Budget Creation Checklist

- ☐ Quotes and other expense information obtained and entered
- ☐ Program Leader departure dates (earlier departure for program prep) entered
- ☐ Project number verified (in all places!)
- ☐ Summer Salary/compensation estimate is obtained and entered
- ☐ Airport departure and means of transportation to Airport identified
- ☐ Per Diem Rates are correctly calculated per location for each program leader. Leave the calculation note on the budget sheet.
- ☐ Pre-program activities and expenses identified (i.e. expenses related to pre-departure orientations)
- ☐ Marketing materials/supplies identified
- ☐ External funding identified
- ☐ College/Department contribution is identified and explained, and notes are added.
- ☐ Supplier Agreement reviewed and negotiated (if needed)
- ☐ Supplier registration verified in buyWays (or a supplier has agreed to complete registration immediately)
- ☐ All suppliers listed on the budget worksheet - including payment dates/deadlines
- ☐ All payment amounts identified by the supplier (color-coded for each supplier)



- ☐ Exchange rate identified and currency noted (use the most conservative rate in the past two years)-
- ☐ Application Fee amount is entered (\$350 for a short-term and \$750 for a semester)
- ☐ Previous year's program fee populated

Budget Meeting Checklist

- ☐ State purpose and make introductions. Remind Program Directors that once the program price is posted to students, it may not increase. Outline steps for finalizing budget
- ☐ Program Director departure dates (PHCEA suggests the program director leave a day or two early in case of travel-related issues and for program prep unless a group flight is arranged.) Make sure to have accommodation secured for an early arrival.
- ☐ If personal travel is included, explain the process to the program leader
 - Travel request includes personal travel dates, concur comparison airfares must be submitted, per diem or any expenses incurred during the personal travel dates cannot be reimbursed.
- ☐ Summer Salary/compensation estimate is confirmed
- ☐ Discuss salary merit increases:
 - If a salary increase is expected, add the appropriate percentage to the salary. Recruitment minimum may need to be adjusted depending on merit increase calculations and impact on program fees.
- ☐ Departure airport and means of transportation to the airport identified
- ☐ Per Diem Rates calculation verified
- ☐ Pre-program activities and expenses identified
- ☐ Marketing materials/supplies (incl. Clemson swag) explained and identified
- ☐ Contingency funds explained (Minimum 10% of the tuition. If a lesser percentage is used, the college leadership has to agree to it.)



- ☐ External funding explained and identified
- ☐ College/Department contribution explained and identified
- ☐ Minimum and Maximum Enrollment determined and confirmed
- ☐ Verify all suppliers listed on the budget worksheet
- ☐ Verify all payment amounts identified by the supplier
 - Please sum all expenses from the supplier's quote in the location on the right side of the budget worksheet. Change the text color for quoted expenditures.
 - Example:

FLAT RATE STUDENT COSTS						
Local Instructor(s)	34,048			34,048.00	1.00	34,048.00
Consultant - Alexandra Pastor	8,450			8,450.00	1.00	8,450.00
Facility(s) Rental				-	1.00	-
Serbian Language Professor	1,300			1,300.00	1.00	1,300.00
Host Tuition	11,200			11,200.00	1.00	11,200.00
Transfers To/From Airport	400			400.00	1.00	400.00
PER STUDENT COSTS						
Total Airfare Costs (When included in Program Fee)				-	1.00	-
Student Housing	3,884.10			38,841.00	1.00	38,841.00
Student Meals	150			1,500.00	1.00	1,500.00
Local Transportation (Bus, Taxi, Train, etc.)				-	1.00	-
Excursion 1: Manasija Monastery & Resava Cave	189			1,890.00	1.00	1,890.00
Excursion 2: Prishtina, Gracanica & Mitrovica	366			3,660.00	1.00	3,660.00
Excursion 3: Srebrenica & Sarajevo	398.2			3,982.00	1.00	3,982.00
Excursion 4: Golubac Fortress & Fininacium Archeological Site	97.80			978.00	1.00	978.00
Excursion 5: Montenegro Tour	826.20			8,262.00	1.00	8,262.00
Monthly Insurance Rate (\$45/month)	180			1,800.00	1.00	1,800.00

Supplier	Total Amount Due to Supplier
Supplier Name	113,011.00

- ☐ Agreement status (If a supplier requires an agreement, it has to be signed by the Procurement Director)
- ☐ Exchange rate and currency verified (use the most conservative rate in the past two years) *note that actual conversion rates may vary when actual payment is made
- ☐ The Application Deadline is determined



- ☐ Cash advance request is explained (for Faculty Director travel expenses and student expenses)
- ☐ Provide a copy of Financial FAQs
- ☐ Ask Program Directors to review program brochure pages and notify PHCEA of any necessary updates before September 15.
- ☐ Ensure the faculty directors have access to the Canvas workgroup: Education Abroad Program Leader, and explain the training and resources available and offered by PHCEA throughout the cycle.