



Pam Hendrix Center for
EDUCATION ABROAD

Faculty-Directed Program Cost Saving Considerations

Preliminary Program Budget Meeting:

- Review Program dates and duration
 - Request quotes for multiple date ranges to identify savings opportunities
- Explore multiple program location(s) and minimize number of locations included
- Limit the number of faculty and/or staff traveling without compromising the two-deep leadership requirement
- Cost-share with external or departmental funds (grants, creative inquiry, etc)
- Utilize public transportation instead of hired transportation
- Integrate no cost or low-cost cultural activities
- Collaborate with third-party program providers to hybridize programs with existing offerings and bolster on-site program staffing

Final Enrollment and Budget Meeting:

- Voluntary faculty and/or staff salary reduction
- Per diem caps
- Limit the number of faculty and/or staff traveling without compromising the two-deep leadership requirement
- Cost-share with external or departmental funds (grants, creative inquiry, etc.)
- Utilize public transportation instead of hired transportation
- Modify cultural activities to reflect no cost or low-cost, where possible