

WU Faculty-led Study Abroad Program Program Administrative Expense Chart

Complete the chart below with the Faculty leader/s' program cost. Enter the total amount into the Estimated Student Budget Sheet under Share of Faculty leaders Expenses.

Faculty Leader/s' Expense	Individual Cost	Divided by Number of Students	Share per Student
<i>Sample airfare</i>	<i>\$1000.00</i>	<i>10</i>	<i>\$100.00</i>
*Airfare			
In-Country Travel			
Country-Specific Visa			
Single-Room Accommodations			
Transportation to/from Departure			
Meals			
Gratuities / Tips			
Events/Tours/Excursions			
Other			
TOTAL SHARE OF FACULTY LEADER/S' EXPENSES PER STUDENT:			

***Note for NEW First Year WTE Faculty-led Program:** Faculty who develop a new Washburn Transformational Experience (WTE) Faculty-led Study Abroad Program that is departing for the first time are eligible to receive reimbursement of their airfare through the Office of International Programs. This would reduce the shared cost to the student. **To request airfare reimbursement,** contact Baili Zhang, Director of International Programs.

Repeating programs and programs that are approved under the model of a previously approved program are not eligible for airfare reimbursement.

Programs that are departing to a new location under the model of a previously approved program are not eligible for airfare reimbursement.

The share of the Program Administrative expenses must be included in the Faculty-led Study Abroad Program Estimated Student Budget. If these expenses are not included please explain below how the faculty leaders cost will be covered.