



Be sure that all information on this worksheet matches information provided on the program proposal. This version will NOT be shared with student participants. This is for record keeping regarding estimates for the program, providers, and multiple locations (if applicable). **DOWNLOAD and SAVE the PDF before using.**

Program Title:	Departure Date:
Course Code (Ex. ENGL 329 or N/A):	Return Date:
Country/Location(s):	Term:
# Program Leaders:	Exchange Rate Used:
Estimated # Participants:	Date Exchange Rate was Recorded:

COSTS PER PROGRAM LEADER (PL program costs are covered by participants)	\$ USD	\$ LOCAL
Program Leader Housing / Accommodations (If separate from other participants)		
Meals Estimate (Individual meals)		
Personal Expenses Estimate (Incidentals)		
Immigration (Including visa, entry stamps, passport/visa photos, or visitor fees)		
Travel & Medical Insurance		
Required/Recommended immunizations		
Cell data, WiFi, or internet access costs (These are intended for maintaining contact with IPS and other emergency services)		
Other:		
Other:		
Other:		
COSTS PER PARTICIPANT	\$ USD	\$ LOCAL
Participant Housing / Accommodations (Exclude Program Leaders from this estimate if using separate housing)		
Round-trip Flight		
Airport Transportation in USA (If charged per participant)		
Ground Transportation in country (If charged per participant)		
Group Excursions and Activities		
Other:		
Other:		
\$ USD SUBTOTAL:	\$ USD SUBTOTAL x # of Participants:	
FIXED COSTS (For costs not dependent on the number of participants and program leaders)	\$ USD	\$ LOCAL
Provider Fee (Third party vendor or host university fee)		
Airport Transportation in USA (if not charged per participant)		
Ground Transportation in country (if not charged per participant)		
Other:		
Other:		
Other:		
\$ USD SUBTOTAL:		

PROGRAM RESERVE: (Default 3% of program cost subtotal. This reserve helps to cover any unexpected costs.)	
ESTIMATED TOTAL:	
FUNDS RECEIVED OR USING TO OFFSET THE ESTIMATED TOTAL:	
ESTIMATED COST PER TOTAL PARTICIPANT: (Estimated total / # of participants)	
PROGRAM FEE: (This is the charge that will be marketed to participants.)	

You will need to manually calculate the final costs.

