

Andrews University

STUDY TOUR BUDGET

Tour Destination: _____

Inclusive Dates: _____ **Trip Director / Sponsors:** _____

Minimum Number of Participants: _____ **Number of Credits Offered on Tour:** _____

INCOME:

A. Tuition Income

No. of Students (Doctoral) _____ x Tuition Rate of \$ _____ x _____ cr. = \$ _____

No. of Students (Masters) _____ x Tuition Rate of \$ _____ x _____ cr. = \$ _____

No. of Students (U/G) _____ x Tuition Rate* of \$ _____ x _____ cr. = \$ _____

Total Tuition Income \$ _____

*Note: * For undergraduate tuition, use Package Rate minus 31% for APS when financial aid / package has been granted.*

B. Other Income for Tour Expenses (transportation, land detail, accommodation, food, etc.)

No. of Students _____ x Tour Expenses (see A below) = \$ _____

Total Other Income from Tour Expenses \$ _____

TOTAL INCOME \$ _____

EXPENSES:

A. Student Expenses per person

Transportation (air, bus, etc.) = \$ _____

Land Detail (hotels, meals, admissions, etc) = \$ _____

Other Expenses (miscellaneous) = \$ _____

Total Student Expense per person = \$ _____

Total Expense x No. of Students \$ _____

B. Faculty Salary Expense (70% of Total Salary + Benefits)

Teacher 1: _____ ÷ 52 x _____ wks. of tour = \$ _____

Teacher 2: _____ ÷ 52 x _____ wks. of tour = \$ _____

Total Salary Expense \$ _____

C. Faculty Tour Expense (transportation, land, other, etc)

Teacher 1: = \$ _____

Teacher 2: = \$ _____

Total Faculty Tour Expense \$ _____

D. Other University Expense (Advertising, Promotion, Departmental office, etc.) \$ _____

Subtotal (Add A - D) \$ _____

E. Contingency (5% of Subtotal) \$ _____

TOTAL EXPENSE \$ _____

BALANCE \$ _____

APPROVALS:

Department Chair

Date

Vice-President for Academic Administration

Date

Dean

Date

Controller

Date

