



**Office of International Programs**  
201 Wingo Hall  
Charleston Southern University  
Charleston, South Carolina



## **International Study Trip Budget Components**

1. **Total amount anticipated for the entire international study trip:** \_\_\_\_\_
  
2. **Anticipated Faculty sponsor(s) costs:** \_\_\_\_\_
  - a. Airfare
  - b. In-country transportation
  - c. Lodging
  - d. Meals
  - e. International Health Insurance
  - f. Passport
  - g. Visa (if required)
  - h. Immunizations (if required)
  - i. Admission fees (if appropriate)
  - j. “Gifts” to significant in-country representatives (if appropriate)
  - k. Film and/or Digital media memory chips
  - l. Post-trip picture processing
  
3. **Anticipated Individual Participant costs:** \_\_\_\_\_
  - a. Airfare
  - b. In-country transportation
  - c. Lodging
  - d. Meals
  - e. International Health Insurance
  - f. Passport
  - g. Visa (if required)
  - h. Immunizations (if required)
  - i. Admission fees (if appropriate)
  - j. Tuition for trip academic course
  - k. Texts/Materials in conjunction with course (if appropriate)

Salaries paid by the university to faculty serving as *Instructors of Record* for the study trip’s academic course do not need to be included in the trip budget. These are standard instructional salaries based on number of participants, approved number of credits, and undergraduate or graduate course status. The monies for instructor salaries derive from tuition payments and are not to be included in the individual participant costs budgeting.