

## Off-Campus Travel Budget Example

(modify calculation by changing yellow cells)

| Variables         |   | Actual Costs |
|-------------------|---|--------------|
| Number of Nights  | 5 | 5            |
|                   |   |              |
| Number of Faculty | 2 | 2            |

| Lc                |
|-------------------|
| <b>Code (A12)</b> |
| 1                 |
| 2                 |
| 3                 |
| 4                 |
| 5                 |
| 6                 |
| 7                 |
| 8                 |
| 9                 |
| 10                |
| 11                |
| 12                |
| 13                |
| 14                |

| Fixed Costs for Class      |            |        |
|----------------------------|------------|--------|
| Agent Fee                  | \$1,500.00 |        |
|                            |            |        |
| 14                         | \$0.00     |        |
|                            |            | 0      |
|                            |            |        |
|                            |            |        |
| <i>Total Faculty Costs</i> | \$1,210.00 | \$0.00 |
| <i>Total Fixed Costs</i>   | \$2,710.00 | \$0.00 |

| Per Night Costs              |         |         |
|------------------------------|---------|---------|
| Cost per day                 | \$50.00 | 50      |
|                              |         |         |
| <i>Total Per Night Costs</i> | \$50.00 | \$50.00 |

| Additional Costs per Student         |          |        |
|--------------------------------------|----------|--------|
| Airfare                              | \$900.00 |        |
| Festival                             | \$25.00  |        |
| Business Tour                        | \$20.00  |        |
| Public Transportation                | \$15.00  |        |
| Insert more per student costs        |          |        |
|                                      |          |        |
|                                      |          |        |
| <i>Total Add'l Costs per Student</i> | \$960.00 | \$0.00 |

| Faculty Costs                 |          |        |
|-------------------------------|----------|--------|
| Airfare                       | \$250.00 |        |
| Welcome Dinner                | \$55.00  |        |
| Food (estimate)               | \$300.00 |        |
| Other faculty costs           |          |        |
|                               |          |        |
|                               |          |        |
| <i>Total Cost per Faculty</i> | \$605.00 | \$0.00 |

| Trip Summary                |             |        |
|-----------------------------|-------------|--------|
| Number of Students Enrolled | 8           |        |
| Total Cost of Trip          | \$12,390.00 | \$0.00 |
| Student Charge              | \$1,650.00  |        |

|                                 |                 |  |
|---------------------------------|-----------------|--|
| Actual Cost per Student         | \$ 1,548.75     |  |
| <i>Over/(Under) per Student</i> | <i>\$101.25</i> |  |
| <b>Total Over/(Under)</b>       | <b>\$810.00</b> |  |





**Off-Campus Travel Course Expenses  
2016-2017**

| <b>Date</b> | <b>Description</b> | <b>Cost</b> |
|-------------|--------------------|-------------|
|-------------|--------------------|-------------|

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|  |  |                    |
|--|--|--------------------|
|  | <b>Total Expenses</b>                                      | <b>\$0.00</b>      |
|  | <b>Total Revenue from Students</b>                         | <b>\$13,200.00</b> |
|  | <b>Remaining from Estimated Budget</b>                     | <b>\$13,200.00</b> |
|  | <b>Reimbursements</b>                                      |                    |
|  | <b>Remaining from Estimated Budget after Reimbursement</b> | <b>\$13,200.00</b> |