

Instructions for Completing the Study Abroad Program Budget Template FY17

Complete the budget template in full and upload it into the **Faculty-Led Program Renewal** section of the UGA GoAbroad Portal. You also may upload other program related materials for review into the Portal. If you have any questions regarding the budget template, please contact Office of International Education-International Finance via email: oiefinance@uga.edu

The budget template includes two tabs to enter program data. The first is the Budget Form tab. This form will report a summary of the program and all financial needs. The second tab is the Program Details tab. Here, you can enter specific information, detailing the financial needs of the program.

The budget template is designed for ease of use. You will complete only the **YELLOW-colored cells** with your program budget information. **BLUE-colored cells** will populate automatically when you complete the yellow-colored cells on the Budget Form tab and on the Program Detail tab. Data entered into the Program Detail tab will auto sum and populate into the appropriate field on the Budget Form tab. The Budget Form tab is labeled in sections (Section I, Section II, etc.). The Program Detail tab is also labeled in section. The sections on the Program Detail tab correspond to the summary cell on the Budget Form tab. When you enter data into the Program Detail form, the totals will automatically transfer to the appropriate cell on the Budget Form. All other cells are protected.

Provide as complete and accurate information as possible. All cells are required to be completed. The budget template will be returned to you if it is not completed in full. Additionally, please keep in mind that this budget will be compared and analyzed against your actual expenditures upon completion of the program.

Section I:

General Program Information: All general information, including account numbers and contact information, is required. Use the exact Program name that is recorded in the UGA GoAbroad Portal.

Foreign Currency: List all currencies which will be used to pay expenses and their current exchange rates. **Example 1 USD = 0.8934 EUR**

SABD Course Information: List the correct course number for this program.

Academic Courses: Enter all course ID and title information along with credit hours and the name of the planned teaching faculty for each of the academic courses planned to be offered on the program. If you do not know the name of the faculty, enter TBD into the field.

Program Participation: Enter the minimum and maximum number of students allowed for this program. List only students paying tuition (student must be enrolled for academic credit). Enter the number of credit hours allowed. Enter 0 (zero) into the field if no students or credit hours are allowed.

Prepare your budget based on minimum expected enrollment. All instructional and non-instructional costs should be based on the minimum expected enrollment.

Section II:

UGA Faculty, Graduate Assistant and Other Administrative Support Compensation: For each person teaching, enter their name, home department, the number of classes teaching, and amount the person will be paid for their contributions to this program.

- If compensation will be charged to this program, select P (Program Support) from the drop down box in Support Source column.
- If compensation will not be paid by the program, enter the appropriate compensation applicable to this program and select D (Department Support) or Other (Other Support) from the drop down box in the Support Source column. The amount listed as compensation that is supported by the department or other will populate a line in the Revenue section, thus removing the cost from the Program fee calculation.

Complete these steps for any graduate assistant, administrative support or other essential operational UGA-employed personnel that will support this program.

Section III:

For the **Other Instructions Expenditures** section, select the Program Detail tab and complete the three sections related to Other Instructional Expenditures: (1) Salaries and Honoraria for Faculty and Guest Speakers/Lecturers names and designation of the appropriate type of payment, (2) Program related expenses for UGA Employees including travel expenses, and (3) miscellaneous Other Instructional Expenditures.

Use the **Salaries and Honoraria for Faculty and Guest Speakers/Lecturers** section to record all compensation to non-UGA faculty. Any non-UGA employed international teaching Faculty will be required to submit all necessary paperwork for a Faculty appointment. Use the **Travel and Other Expenses for UGA Employees** section to record travel expenses for UGA-employed faculty, staff and graduate assistants. Use the **Other Instructional Expenditures** section to record any other expenses. Be sure to include a detailed explanation of the expense.

This section will automatically total the expected expenditures in the field labeled Total Other Instructional Expenditures. However, if you will receive support for these type expenditures from your Department or from Other Resources, please enter the total amount of support you expect to receive into the cells labeled Other Instructional Expenses to be supported by Department and Other Instructional Expenditures to be supported by Other Resources, as appropriate. The amount listed as compensation that is supported by the department or other will reduce the total expenditures and automatically populate the Total Other Instructional Expenditures Required to be Support by the Program field. This amount will be used for the Program Fee calculation in Section V.

If you use the categories **Honoraria for Guest Speakers** or **Honoraria for Guest Speakers-Non-Resident Alien**, you must submit the appropriate form to UGA Accounts Payable when submitting the expenses for payment. These forms can be found at www.busfin.uga.edu/forms/. The specific links are http://www.busfin.uga.edu/forms/honoraria_fees_outside.pdf and http://www.busfin.uga.edu/forms/non_emp_payment.pdf.

Section IV:

Non-Instructional Expenditures: Use this section to record student program costs. You will be allowed to enter a flat amount into the promotional materials and provider fee cells. For the specific expenses related students, the budget form will automatically calculate based on the minimum number of students allowed for the program as entered in Section I. Enter the average cost expected per student in each of these categories.

If you have expenses not listed, use the Program Detail tab section labeled **Section IV: Other Non-Instructional Expenditures** to detail additional expenses. Provide a detailed explanation of the expense.

Section V:

Program Fee calculation: This section prepopulates totals from the previous sections to facilitate calculating the program fee to be charged students. The Program Fee per student is calculated using the estimated costs and number of students.

- Enter the amount of Support requested from the Office of International Education. The amount of requested OIE support cannot exceed instructional expenses required to operate program. OIE may adjust this amount during review to reflect only reasonable qualifying expenses.
- Enter any External Support you have not previously reported, if any.
- Enter the Deposit you will require per student for this program.

Actuals Columns:

*These columns, shown as **Green-colored cells**, are intended to help you track your actual expenditures against your expected budget. This data will be requested of you at the close of your program and is due to the Office of International Education within 60 days of the end of the program. Additionally, you will be asked to produce this data when submitting new budgets for comparable programs in future years.*