



Global Study Program Budget Guidelines

The Office of Global Education (OGE) and Office of International Affairs (OIA) Finance Teams are here to help in the Global Study Program Budget creation process. Below are guidelines faculty members are asked to follow when designing the program budget for a study abroad course. The program budget is directly related to the cost the student will pay for the program, so it is important to be accurate, comprehensive, and timely with the budgeting process. Feel free to contact the Office of Global Education for help.

The budget needs to advance through several stages of approvals before it is finalized. The steps in the process are:

- Work with School/College Business Administrator to determine appropriate salary level (see list of Business Partners below).
 - Send budget proposal to OGE Program Coordinator for review.
 - OGE Program Coordinator sends to OIA Finance for review.
 - Finance-approved budget goes back to OGE Program Coordinator for final sign-off.
 - OGE sends budget to Jen St. Peter for Budget Office approval – she will check with School/College Business Administrator for final salary review.

School/College Business Partners:

- Business School..... Connie Amen and Lauren Galleri
- College of Architecture and PlanningStephanie Kelly
- College of Arts and Media..... Karen Ludington
- College of Engineering, Design, and Computing..... Kathryn Brocko and Petrina Morgan
- College of Liberal Arts and SciencesJoAnn Porter and Megan Jorgensen
- College of Nursing..... Stefanie Brown and Anthony Airhart
- School of Physical Therapy..... TBD
- Colorado School of Public Health..... TBD
- School of Education and Human Development Patricia Ball
- School of Public AffairsKatherine Kilpatrick and Elizabeth Pae

General Budget

- All student-related costs must be indicated on a per-student basis.
- Costs for miscellaneous items should be detailed as much as possible.
- Whenever possible, the pre-populated formulas should be used. These formulas allow each line item to be calculated on a per-person and/or per-day basis. By using these formulas, it is easy to view different program prices based on the number of students and program duration.
- The program budget cannot cover alcohol expenses for faculty/program support staff or students. This includes alcohol during group meals. If the program itinerary includes an excursion related to alcohol, even if it is bundled into a third-party provider fee, faculty must follow university protocols to have this approved. Contact OGE staff for more information.

Per Diem and Accommodations



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- The budget may include faculty and program support staff per diem and accommodation for the program dates, and up to two additional days, before or after the program, if necessary, strictly for programmatic purposes.
- The figure that faculty and program support staff choose for their per diem is subject to review and approval by the OIA Finance Unit.
- The cost of student accommodations is calculated based on the number of nights included in the program. This means that the budget will include the night of arrival, but not the night of departure.
 - The program start date is the published student arrival date and the end date is the published student departure date. If students arrive earlier or depart later beyond the published program dates, they are responsible for their own accommodations.
- The budget cannot include single rooms for students unless the program has an odd number of students. If a student requests a single room and the housing provider is able to accommodate, the student will need to pay the provider directly for any additional costs.
- The accommodations budget line should detail any meal(s) that may be included in accommodations costs (e.g., many hotels include breakfast in their nightly rate).

Transportation and Visas

- Determine whether a visa will be needed for the destination country; include visa costs for faculty and program support in the budget. Students are responsible for their own visa costs.
- Budgets may cover up to **\$100 per person** for faculty/program support airport transportation or transfers in the United States.
- Faculty/program support staff flights from the United States to overseas program sites should be booked with Christopherson Business Travel (CBT), CU Denver's official travel agent.
 - In order to book faculty/program support flights outside of CBT, faculty must obtain a fare quote from CBT prior to booking from another vendor. The comparison quote needs to be for the exact same flight (airline, date, time, flight number) and the flight **must** be approved by the university prior to booking. The cost of the booked ticket must not exceed the quote provided by CBT.
 - Flights should never be booked with University of Colorado Travel Cards.
 - If the flight is booked outside of CBT, faculty/program support are required to register their full flight details with International SOS via "My Trips." Contact OGE staff for registration instructions.
- Faculty/program support staff who wish to add on personal travel before and/or after the program dates must note:
 - The budget cannot cover per diem or accommodations for personal travel.
 - When booking airfare, faculty/program support will need to provide a quote of the airfare based on the actual program dates, unless otherwise agreed with OGE. If the program date airfare is lower than the cost of airfare that includes personal travel, the faculty/program support staff is responsible for covering the difference in airfare costs.
 - Faculty must purchase additional international health and evacuation insurance coverage for personal travel.
- Most airlines allow one checked bag for free on international flights, however, some airlines charge fees for all checked luggage. If the airline charges for checked luggage, luggage expenses for up to one bag per faculty/program support staff may be included in the budget. Excess



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baggage fees will be at the expense of the traveler. Fees for checked luggage that contain required program-related equipment may be included in the budget.

Communication

- Faculty are required to have cell phones that work in-country. Faculty/program support staff may purchase a cell phone in-country with pre-paid minutes, or they may add an international plan to their current cell phone provider plan for a cost not to exceed **\$150**. These costs can be included in the program budget. Personal cell phone use cannot be covered by program budget.

Salary and Benefits

- All faculty must take a salary. Benefits will be calculated by the School or College. Faculty must work with their School or College Business Administrator to determine appropriate salary.
- All support staff must take a stipend equivalent to the duties assigned on the Scope of Work Document.
- If support staff is a full-time employee at CU Denver, then that employee must determine with their department if they must take vacation time during their time abroad, or if they will still be expected to complete their duties overseas.