

## **Developing a Program Budget for International Programs**

**Option 1: Program provider: contract with local organization for on-site support and logistics**

**Price quoted is typically on per person basis**

**Easiest for payment and logistical arrangements, but can sometimes be more expensive**

**Requires Contract, Independent Contractor Approval, payment in advance**

**Study Abroad may be able to recommend local provider or partner institution**

**Option 2: Self-coordinated: Arrangements made by Program Director**

**Must take into account all program costs and handle all arrangements**

**More control over logistics, but also more responsibility for Program Director**

**Sometimes cheaper**

**Requires Program Director to handle payments abroad, P-Card access and usually cash advance**

**Key considerations: Personal/Drexel contacts that can provide services, housing**

**Price-conscious students, but quality, ease sometimes more important than cost**

**Program/Department Financial Support**

**Exchange rates and local taxes**

**Minimum/maximum # of participants**

**Payment schedule**

**What costs are included/not included in program fee N.B : all required academic costs must be included**

**Estimated overall budget for students vs. program fee**

**Are Program Director's costs included in the budget or covered with other funds?**

**Contingency funds**

