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