

FACULTY EXPENSES		# of Faculty	Cost per Person	USD Total	NOTES: Please include local currency amounts when applicable Exchange Rate: _____	Pmt Type
Faculty Stipend	1			\$0.00	\$1000 per week of Crossroads Course	Whitman
OPE (Other Payroll Expenses)	1			\$0.00	OPE for 2017 is 35.5%	Whitman
Local Leader	1			\$0.00	Co-director/individual who could lead in emergency	Whitman
Airfare	1			\$0.00		Prepaid
Visas (Travel Docs)	1			\$0.00	may or may not apply	Prepaid
Int'l Medical/Evac. Insurance	1			\$0.00	may or may not apply	Prepaid
Hotel/Housing	1			\$0.00	SINGLE occupancy per faculty director amount per night _____ and # _____ of rooms	Prepaid
Meal Allowance	1			\$0.00	should cover all faculty meals	
Cell Phone	1			\$0.00	may or may not apply	
Total Faculty Expenses				\$0.00		
STUDENT EXPENSES		# of Students	Cost per Person	USD Total	NOTES: Please include local currency amounts when applicable Exchange Rate: _____	Pmt Type
AIRFARE	12			\$0.00	NOT INCLUDED IN PROGRAM FEE TOTAL	Prepaid
Visas (Travel Docs)	12			\$0.00	may or may not apply	Prepaid
Int'l Medical/Evac. Insurance	12			\$0.00	Required	Prepaid
Hotel/Housing	12			\$0.00	DOUBLE occupancy amount per night _____ and # _____ of rooms	Prepaid
Meal Allowance	12			\$0.00	Includes group lunches and dinners and/or daily meal allowance	Prepaid
Cell Phone	12			\$0.00	may or may not apply	
Total Student Expenses				\$0.00		
GROUP/OTHER EXPENSES		# of People	Cost per Person	USD Total	NOTES: Please include local currency amounts when applicable Exchange Rate: _____	Pmt Type
PROGRAM FINANCIAL AID					NOT INCLUDED IN TOTAL GROUP EXPENSES, INCLUDED IN OPERATING BUDGET	
Ground Transportation				\$0.00	Fees for buses, trains, taxis, all local transportation	
Instructional Supplies				\$0.00	books and other materials for on-site program	
Activities on Site				\$0.00	Group excursions, entry fees, etc.	
Honorarium (On-site Lectures)				\$0.00	Honorarium for guest speakers, host organizations	
Admin/Pre-departure Costs					advertising, photocopying, FedEx, pre-departure and upon return	
Total Group/Other Expenses				\$0.00	Total Group Expense (Program Financial Aid is NOT included)	
TOTAL EXPENSES				\$0.00	Faculty, Student, Program Financial Aid, Group/Other	
REVENUE					Student paid fees	
PROGRAM FEE				\$0.00	Student + Group/Other divided by # of students*	
TOTAL REVENUE				\$0.00	Student paid fees	
TOTAL EXPENSES				\$0.00	Faculty, Student, Group/Other	
NET REVENUE				\$0.00	Total Expenses minus Total Revenue	

*Whitman faculty, local leader expenses and program financial aid are covered by Crossroads Operating Budget and not student fees.