

TROY UNIVERSITY, CENTER FOR INTERNATIONAL PROGRAMS
TROY ABROAD
Program Planning Approval/Referral Form (To be used by Group Leaders)

Please, complete this form, obtain the signature of your Department Chair and RETURN IT to the Center for International Affairs at 115 Pace Hall. This form provides the authorization to begin working with a faculty/staff member on a Troy Abroad Program and includes a budget proposal. Once this first stage is completed, program directors shall work together with the Director of Troy Abroad to either determinate if the proposal is sufficient as first submitted or if it requires more/new data before submitting it to the final approval of the corresponding Academic Dean and Senior Vice-Chancellor for Academic Affairs.

Proposal Submitted by _____ Signature _____ Date ____/____/____

Proposed Program's Name/Concept	
Location(s) of Program-City/Country	
Name/Location of other universities or service providers involved	
Duration	
Proposed Start Date/Semester	
Level	Major(s)-(If applicable): Minor(s)-(If applicable):
1) Brief Program Description (Please attach the draft of or the academic syllabus)	
2) Proposed Budget (identifies resources needed, logistics, timelines, vendors, academic excursions, faculty expenses, etc.).	
Please, attach a short narrative describing any experience you have had with designing, implementing leading, or participating in a study abroad programs or any other international endeavors	

Approved by

DEPARTMENT CHAIR

Print Name	Signature	Date
TROY ABROAD DIRECTOR		

Print Name	Signature	Date
ACADEMIC DEAN		

Print Name	Signature	Date
SENIOR VICE CHANCELLOR FOR ACADEMIC AFFAIRS		

Print Name	Signature	Date
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Faculty Lead Program: Suggestion for a Final Proposal¹

In order to be finally accepted, in addition to completing the first approval stage by submitting to the consent of the Department Head the “Program Planning Approval/Referral Form” (see above), every study abroad proposal requires having the following basic details:

- 1) Course numbers, length, and academic contents (syllabus) approved within the individual departments of the university. Faculty members should consult with their department heads from the beginning about policies, requirements, and details existing on academic programming.
- 2) Place/site and duration of the program.
- 3) Course numbers, length, and academic contents (syllabus) approved within the individual departments of the university. Faculty members should consult with their department heads from the beginning about policies, requirements, and details existing on academic programming.

For more details about academic planning of a study abroad program, please, refer to Troy Abroad Manual.

- 4) A purpose statement about the field trip explaining how the proposed study abroad field trip will benefit students’ academic/professional learning/research and their international competitiveness, cultural awareness, and critical thinking.
- 5) The population that may benefit from attending the program.
- 6) A Financial Proposal containing at least the following budget lines:
 - Program total cost and final cost per student
 - Student Travel Expenses
 - Faculty/Staff member(s) Direct Costs
 - Other Direct Costs

Program Leaders need to be aware that tuition and fees are not part of the Budget of the Program; nevertheless, students are to be informed that the cost of the program is in addition to tuition and fees.

- 7) A brief statement indicating the way in which the faculty/staff member plans to advertise the study abroad program.

¹ **Notes:**

- 1) Troy Abroad Office shall provide faculty/staff planning a study abroad program with an appropriate basic budget template capable to help members of the University community to plan and develop a meaningful budget proposal for their program.
- 2) A schedule of the program activities which should include not only excursions and activities taking place while abroad, but also pre-departure and reentry orientations and other required working sessions at home.

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Budget Proposal (Word Version)

You will find below a budget working sheet in Word (you are welcome to request Excel version from us) for Windows; Program Leaders are welcome to use either one. However, only the spread sheet will automatically add up figures and provide a final result about cost by student, faculty/staff, materials, and total cost.

Student Direct Expenses

PROGRAM FEES & CHARGES	AMOUNT	COMMENTS
Round Trip Airfare/Boat/Train/Bus	\$	
Airport/Customs Taxes (If applicable)	\$	
Student Health/Travel Insurance	\$	
Student immunizations (If required)	\$	
Troy Abroad /International Center Fee	\$	
<u>In Land Traveling</u>	\$	
In The US	\$	
Taxi/Bus/Shuttle	\$	
Train/Plane/Boat-Ferry	\$	
Other	\$	
Overseas		
Taxi/Bus/Shuttle	\$	
Train/Plane/Boat-Ferry	\$	
Academic Excursion # 1	\$	
Academic Excursion # 2	\$	
Academic Excursion # 3	\$	
Academic Excursion # 4	\$	
Other	\$	
<u>Room & Board</u>		
Lodging	\$	
Meals	\$	Calculate meals included in program plus meals you must purchase on your own. Be sure to get cost for 3 meals a day, 7 days a week.
Class Supplies	\$	
MISCELLANEOUS (Please, explain)	\$	

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Budget Component Faculty/Staff Cost		
Programs Fees and Charges	Amount	Comments
<u>Communications</u>	\$	
Telephone/fax	\$	
Mailing-Parcel Service	\$	
Video Conference	\$	
<u>Educational Materials</u>	\$	
Classroom/Conference Room	\$	
Computer/Lab Fees	\$	
Didactic materials (books, etc.)	\$	
Photocopies	\$	
Office/Equipment	\$	
Others	\$	
<u>Miscellaneous</u>	\$	
Gifts	\$	
Tips	\$	
Travel materials (maps, guide books etc.).	\$	
Fees (Museums, fairs, parks, etc.).	\$	
<u>Unexpected Events</u>	\$	
	\$	

Other Programs Fees and Charges	Amount	Comments
Faculty/Staff Travel Insurance (Accident, sickness, liability)	\$	
Round trip airfare	\$	
Airport/Customs Taxes (If applicable)	\$	
Faculty Lodging	\$	
Faculty Meals	\$	
<u>In Land Traveling</u>	\$	
<i>In the US</i>	\$	
Taxi/Bus/Shuttle.	\$	
Train/Plane/Boat	\$	
Others	\$	
<i>Overseas</i>	\$	
Taxi/Bus/Shuttle.	\$	
Train/Plane/Boat	\$	
Others	\$	
Advertisement (When it applies/required)	\$	
Brochures	\$	
Radio & TV	\$	
Newspapers	\$	
Banners	\$	
Others	\$	