

BUDGET INFO SHEET

Travel Budget (Domestic or International)			
A. Number of students =		Semester/ Year:	
B. Number of leaders =			
	Cost per student	Cost per leader	Comments (in the comments include details about the various line items)
Airfare (incl taxes)			
Lodging			
Local program			These are the costs of the activities that the students will participate while at the location (i.e. conference registration, tours, entrance fees, etc.)
Local transport			Transportation while you are in the TLO location
Meals/ Per Diem			
Insurance			This is particularly necessary for international trips (please note: the International Center has access to insurance plans that cost \$1 per day)
Contingency (5%)			
Other (specify, add lines as needed)			
C. Cost per student/leader =			
D. Leader(s) cost per student (total cost per leader multiplied by number of leaders divided by number of students) Formula = $(C. \times B.) / A.$		NA	The Leaders' cost is divided among all of the students so that their costs are covered by the TLO and the student payment. In this line you are dividing the leaders' total cost by the number of students.
E. <u>Total</u> Cost per Student. (cost per student plus leader cost per student) Formula = $C. + D.$		NA	This is the total amount that it would cost for a student to participate in this TLO, including not only the per student costs but also the leaders' cost per student.
F. Total TLO award per student (Total Student TLO Funds Requested <u>plus</u> Total Leader TLO Funds Requested divided by number of students) Formula = $(\text{Total Students TLO} + \text{Total Leaders TLO}) / A.$		NA	This is where you would include the amount that you want each student to receive in TLO funding. The TLO funds for the leaders should be divided among the students and added to the students' TLO award. Please keep the following guidelines in mind: -Maximum TLO per student is \$1,000 -Maximum TLO per leader is \$1,000 -One leader will be funded per 15 students. Two leaders will be funded for groups larger than 15 students.
Total amount to be paid by student (Total Cost per Student minus Total TLO award per student) Formula = $E. - F.$		NA	No student should have costs completely covered by TLO funds. It is expected that students should bear some cost of any activity.

Non-Travel Budget (Within 50 miles of UNF = non-travel)		
Number of students =		Semester/ Year:
	Costs	Comments
Materials and Supplies		All of these costs should be listed as TOTAL costs, not per student amounts
Personnel (OPS)		If you are planning to pay the students (i.e. for participating in research) please list that amount here.
Local transport		This would only be transportation within 50 miles of UNF.
Equipment		
Other (specify)		
Total Cost		
Total TLO Funds Requested		
Total amount to be paid by students		Tuition costs is an example of a cost that students may have to pay for TLOs wherein students are conducting research with a faculty member.