

**SACL**

## **Education Abroad Expense Form** **2017-2018**

### **Purpose of Form**

This form is used to determine your estimated cost for a study abroad program that is either a UVA exchange program or an outside program.

- All costs estimated must have an attached document from a third party source (screenshots, receipts, or brochures).
- Do not submit this form if you are traveling on a UVA program, with the exception of UVA in Italy: Siena.
- If you are studying abroad for multiple semesters, you will need to submit an expense form for each semester.

### **Explanation of Costs**

#### Tuition and Fees

This cost is determined by the program type. For a UVA exchange program, you pay UVA tuition and fees. UVA tuition and fees are found here: <http://sfs.virginia.edu/cost/17-18>. For an outside program, you pay the program's tuition and fees. Outside program tuition and fees are found on the program's website or brochure.

#### Books and Supplies

This cost may appear on the program's website or program brochure. If you cannot locate it, use the UVA estimate for books and supplies for your term of study found here: <http://sfs.virginia.edu/cost/17-18>.

#### Room/Accommodation (include utilities)

This cost is usually estimated on your program's website or brochure. Be sure to include utilities in the estimate if they are not already included for you. Ensure that you include the full cost of housing (and utilities) for the entire term of study. If you do not know your housing placement, you may use the UVA estimate for room found here: <http://sfs.virginia.edu/cost/17-18>. You may update our office with official documentation after your program confirms your room assignment.

#### Board/Meals (not already included in program cost)

This cost may be found on your program's website or brochure. If not, then this cost may be estimated using the U.S. Department of State's foreign per diem rate located at [http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp). To determine the allowable cost for board/meals that are not included in the program fees, search for the country where you will be studying and find the "M & IE Rate" (Meals and Incidental Expense) on the chart provided. Multiply the M & IE rate by 17% to calculate the allowable per diem rate. Then multiply the allowable rate by the number of days for which you will be responsible for meals.

If you receive some meals through a homestay or program provider, then you will need to calculate only the missing meals via the per diem estimate. For example, if your homestay provides breakfast and dinner, then you will need to build a meal budget including one meal per day which is 17% of the per diem amount divided by three.

#### Airline Tickets

You may submit a receipt or a screenshot of a price quote for a **coach** flight from your nearest major airport. If you have not purchased your ticket and submit a price quote—ensure the screenshot is a 'flight search' that shows several flight costs.

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### Explanation of Costs Continued

#### Transportation to and from Airports

This cost captures transportation to and from airports both stateside and abroad. You may submit screenshots of local transport (bus/train). If you plan to drive to the airport, you may estimate your gas cost from your home to the nearest major airport.

#### Local Transportation

This cost should be found on your program's website. If not, then you may use the travel allowance for in-state Virginians for your term of study found here: <http://sfs.virginia.edu/cost/17-18>.

#### Personal Expenses

This cost contains expenses such as toiletries, cell phone, and miscellaneous living expenses. Do not include utility expenses in this field. If you cannot locate this expense on your program's website or brochure, use the UVA estimate for personal expenses for your term of study found here: <http://sfs.virginia.edu/cost/17-18>.

#### Program Provider Application Fees (not included in tuition and fees)

Typically this fee is applied to the bill for the program's tuition and fees— use this field only if there is an additional application cost. Ensure that you submit documentation (such as a screenshot) that lists any program provider application fees that are not included in the program's tuition and fees.

#### Transcripts (not included in Tuition)

Many transcript costs are included in the program's tuition and fees; use this field if there is an additional transcript cost. A screenshot or copy of a program brochure documenting this cost must be included.

#### Passport and Visa

You may submit receipts of purchase or screenshots confirming the costs of passport and visa expenses.

#### Luggage (baggage fees not applicable)

If you purchase luggage for your study abroad program then you must submit a receipt for luggage purchased; this amount is not to exceed \$250. Checked baggage fees may not be included since the first checked bag on international flights are exempt from fees.

#### Insurance (ex. CISI)

This cost may be included in your program's tuition and fees. If not, submit documentation that shows the cost of your international/emergency insurance (for example, Cultural Insurance Services International (CISI). This also includes any immunizations that are needed for your travel.

#### UVA Study Abroad Administrative Fee

The Study Abroad Administrative Fee is \$400 and is applicable to all outside programs. This fee is not charged to students who are on a UVA or Exchange program.

