

2016 Study Abroad Program Development Grant
Innovation in Study Abroad
Site Visit Budget Form

ANTICIPATED TRAVEL PERIOD

Month: _____
Year: _____
Proposed dates: _____
of travel days: _____

ESTIMATED COSTS*

1. **Round-trip international airfare:** \$ _____
Method of calculation: _____
Departure airport and city: _____
Arrival airport and city: _____
2. **In-country transportation/travel:** \$ _____
Please explain (local transport, bus, airport taxi, etc.): _____

3. **Lodging** (per day x total nights): \$ _____
Hotel(s) used to estimate: _____

4. **Meals** (per day x total days of travel): \$ _____
5. **International Visa** (if applicable): \$ _____
6. **Other** (Note: travel supplies, research books, recruitment materials, and/or other expenses which are not directly connected to major site visit costs will not be reimbursed): \$ _____
Explain (please be specific): _____

7. **Total estimated costs:** \$ _____

*International travel costs will be authorized and processed in accordance with UF international travel policy and procedures: <http://www.fa.ufl.edu/directives-and-procedures/travel/>.