

# COST CENTER AND BUDGET FORM

This communication includes a sample/blank FLP Budget Form and a brief explanation about using a Cost Center to manage Faculty Led Program expenses and payments:

- FLP Budget Form – This form identifies the financial components and commitments of the program as well as share details about the proposed program.
- Cost Center Information – Through establishment of a Cost Center dedicated to your individual programs, FLP Directors/staff will be able to establish due dates for deposits, track student payments, and directly pay vendors. Students will also be aware of their financial responsibility and payment time line.
- Both items will help Study Abroad/Away Advisors and the designated SA Accountant answer questions posed by students regarding the program fee and payment schedules.

**I. PAYMENT BREAKDOWN AND DUE DATES:** Remember that payment breakdown and due dates must coincide with the host institution anticipated payment schedule:

1. We recommend that you provide an airfare quote, adding it to the program fee if you plan to collect and purchase airfare for the group.
2. Allow, at least, one working week for the funds to be transferred to the designate UTEP Cost Center.
3. Establish a cancellation day and refund policy that mirrors UTEP's cancellation/withdrawal and refund policy. It is the goal of the Study Abroad Center to return all funds when possible.
4. At the end of the program, before accessing retained income remaining after completion of the program, please allow two to three weeks for the Study Abroad Center and UTEP Accounting Office to complete an audit of your Cost Center.

**II. COST CENTER INFORMATION:** Provide a short program description. FLP Directors and staff will be provided with a link and password to be given to students to access the TouchNet Ustore associated with your Program Cost Center.

**III. FUND TRANSFER:** The Study Abroad Office will transfer funds collected to your Cost Center on the date specified by the director.

Faculty-Led Program Data	
Program Dates	
Program Name	
Credit Hours	

Faculty-Led Program Payments and Due Dates		
Item	Due Date	Amount
Airfare (add only if included)		
Deposit (refundable or non-refundable)		
Payment 1		
Payment 2		
Payment 3		



**I. FINANCIAL ACKNOWLEDGMENT CLAUSE:** With this clause, the Study Abroad Center establishes that:

1. Returned fees insufficient funds and declined credit card will be charged to the respective Cost Center.
2. Surplus funds resulting must remain in the Cost Center for future programs expenses, which may include but are not limited to site visit preparation, student scholarships, and/or added futures the following year.
3. UTEP discourages increases in the Program Fee without prior discussion with participants.

**II. COST CENTER DETAILS**

1. Department Cost Center: # \_\_\_\_\_
2. Name and Email of staff processing invoices and payments for the Faculty-Led Program:  
Name: \_\_\_\_\_ Email: \_\_\_\_\_

**III. DEPARTMENT CHAIR**

I, \_\_\_\_\_ acknowledge potential student-group travel charges for any damages in excess of the security deposit and confirm that the (enter department name) will cover potential charges.

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# FACULTY-LED PROGRAM PROPOSED BUDGET

The budget form is used by the Office of Study Abroad when responding questions by students.

Program Name:	
Program Dates:	
Total Program Fee:	
<b>A. Student Expenses</b>	
1. Airfare (add only if included in the program fee)	
2. Hotel/Room Accommodation	
3. Dining	
4. In-country Travel	
5. Cultural Activities	
6. UTEP Application Fee	
7. Director/Staff Expenses (in <b>Section C</b> ) per student	
8. Contingency Fee (optional)	
9. Supplemental Insurance (when applicable)	
10. Other Fees (Vaccinations, etc.)	
11. Third Party Provider Fee (when applicable)	
<b>Total Program Fee</b>	
<b>B. Tuition:</b> <i>not included in program fee, billed according to number of credit hours and residency</i>	
<b>D. Director/Staff Expenses</b>	
1. Airfare	
2. Staff Travel	
3. Hotel/Room Accommodation	
4. Dining	
5. In-country Travel	
6. Cultural Activities	
<b>Total Staff Expenses</b>	