Budget Spreadsheet Instructions

You can download this spreadsheet from your Horizons application in the Budget section or in the faculty section of Murray State’s Study Abroad page. This spreadsheet is protected. Only certain cells are permitted to be changed. Others are saved so that formulas cannot be affected. Please read the directions carefully. If you get through the entire instruction sheet and need help, please contact the Murray State Study Abroad Office at (270) 809-2277 or e-mail us at msu.studyabroad@murraystate.edu

- If you are working on a program with a provider, you need to upload what the cost of the program is going to be per person and an inventory of what the program is going to include.

- If you are working on a program with a provider that only covers certain portions of the program. Complete our budget sheet with what the provider is not providing. Include a separate sheet or in a notes section an inventory of what the provider is responsible for along with their fee.

If you are ever confused you can look at the Example Spreadsheet (Circled in Red) for guidance. The tab is in the bottom left hand corner. To return to your spreadsheet, click on the Budget Spreadsheet tab (Circled in Green).

1. In cell A1: Enter your title name and the director(s) leading the program. I have circled this **cell in pink**. After you have completed typing, it will center your text like in the picture below. In Cell A2 (circled in purple below): Enter the dates of your program. After you have completed typing, it will center your text like in the picture below.

2. In Cell A3 (circled in bright purple below): The Study Abroad Office will enter your org number once you have completed this spreadsheet and submitted it to your application. Your org number is the number we use to know what account the money for your program goes into and out of.
3. In Cell A5: Enter the classes offered on your program and the person teaching those classes.

4. In the section highlighted in green, you will put in the number of faculty whose program is being funded through the program.

5. In the section highlighted in pink, you will put in the minimum number of students expected to participate in the program. These two numbers are going to be used in formulas in the cells below to determine the total the students are going to be expected to pay.

6. In the section highlighted in yellow, you will put in the exchange rate of the US Dollar to the foreign currency used in the destination country. This will be used in formulas to determine costs.

7. Below the Foreign Currency box, there is an Activities & Excursions Chart. In this chart, list the activities in the left column, the foreign currency cost in the center column and the third column will have the USD cost. The cells in the Cost Per Person column are locked with formulas that convert the foreign cost to USD and at the bottom calculates the total cost of all Activities and Excursions. If you need to add more rows for more excursions, please e-mail bfentress@murraystate.edu explaining how many rows you want added and Brittany will send you a revised spreadsheet.
8. Below the Activities & Excursions chart, there is a chart for mobile phones. Not all programs are provided mobile phones for the faculty/students. Programs with mobile phones will have a charge of $40 for a standard credit. If phone ($35) or SimCard ($25) is lost or not returned to the Study Abroad Office upon completion of the program, the person the phone/SimCard was assigned to will have their University account billed up to $60. If your program does not have phones, please put “0” in the phone charges box in the main chart. If your program will have phones, leave it alone.

9. To the right of the Activities & Excursions, you will find a chart for Accommodations.

10. In the far left column, under Accommodations, list the hotel/hostel/etc. and the location (city) that you plan to have the program housed in. To the right of each accommodation add the dates for your stay at those accommodations.

11. Directly above Accommodations, you have a box that says “People per Room” to the right in the box circled in greenish gold, enter in the number of people expected to be in each room. This number will be added to the formula in each column titled “Cost Per Person”. Each cell in these columns have a formula that divides it by the number of people in each room and in the far right column, the formula also converts the currency to USD. At the bottom of each of those columns, it totals up the cost of all accommodations per person for the duration of the program.

12. In the Foreign Currency per room column, put in the total cost of one room for the whole stay at the accommodation. Only insert the cost in the “US Currency Per Room” column OR the “Foreign Currency Per Room” column, NOT both columns. The two totals at the bottom of the chart will be added together in the main chart on the far left.

13. Below the Accommodations chart, there is a chart to calculate the cost of meals included in the program. This chart is only for meals that are not included in the cost of an activity and/or excursion.
14. The costs in the column “Amount permitted per meal” are the maximum costs that are permitted to be spent for that particular meal. These cells are locked and cannot be changed.

15. Enter in the number of meals independent from those included in Activities & Excursions. There is a formula in each cell in the “cost per person” column that multiplies the number of meals by the cost of the specified meal and then totals it at the bottom.

<table>
<thead>
<tr>
<th>Faculty Meals</th>
<th># of meals included in program</th>
<th>Amount permitted per meal</th>
<th>Cost Per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$8.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$9.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$19.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

16. Below the “Participant Meal” chart, there is a “Faculty Meal” chart. This chart works the same as the “Participant Meals” chart. Fill in the chart as you did the “Participant Meal”. The reason for two separate charts is that some programs do not include all meals for students but do include all meals for the faculty.

17. In between the Participant and Faculty Meal Charts, there is a Faculty Stipend Chart. The only thing you need to fill in on this chart is “Amount allotted per student.” The maximum amount of stipend faculty can get is $2,000. This is not required by the Study Abroad Office and is up to the faculty member. A faculty member may not get a stipend if they are already being paid by the University for the course being offered or if the course is part of their regular workload. Typically, faculty start out with a stipend but as the costs for the program grow, faculty will chose to cut the Faculty stipend in order to make the program more affordable. But this is at the discretion of the faculty member.

<table>
<thead>
<tr>
<th>Faculty Stipend</th>
<th># of students</th>
<th>Amount allotted per</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Stipend</td>
<td></td>
<td>$200.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

18. The final section to be completed is the large chart to the left. I have highlighted rows in this column. Yours are not highlighted. These rows should already have dated completed. The information from the smaller charts that you have already completed have been carried over into this chart. For expenses in US Dollars, you can add them in the appropriate row in the USD column. If the expense is in foreign currency, you can enter it into the Foreign Currency column. The USD column will convert the money
to USD and add it into the third column where everything is added up. The Foreign Currency column has been greyed out because the cost should be in US dollars already or it was converted in one of the previous charts.

19. The sections that need information input on this chart are Airfare, Airport Transfers, On-Site Transportation, Tips, Director Local Transportation and Director to/from US Airport. Everything else has already been done. Contingencies are left to be determined by the Study Abroad Office and can be typically be $25-$50.

20. If for some reason the formulas in the USD columns are tampered with, below (in the third column) is the formula you would have to reenter to correct it. Each formula has to go in to the specific box that they are in. These three boxes are the only boxes with formulas that are open to be edited because Airport Transfers, On-Site Transportation, and/or tips could be in US dollars or foreign currency. You just have to click in the appropriate box and type the amount.

<table>
<thead>
<tr>
<th>Airport Transfers</th>
<th>$0.00</th>
<th>=SUM(C15*G5)</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing (per person)</td>
<td></td>
<td>#DIV/0!</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Meals (per person)</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Activities &amp; Excursions (per person)</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>On-site transportation</td>
<td></td>
<td>=SUM(C19*G5)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tips</td>
<td></td>
<td>=SUM(C20*G5)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

21. Below this chart, everything added into the chart adds up and is at Total Individual Expenses. Based on this total and the Study Abroad Office’s review of the budget, the Study Abroad Office will determine the program’s advertised cost.

22. Save your document with your Last name, Program destination or title, and year. Example: Fentress, Poland, 2013. Make a note for yourself reminding you where you saved it. You will need to know this in order to upload it to Horizons.
Uploading Your Budget to Horizons

1. Click on this-> https://murraystate-horizons.symplicity.com/? It can take you to either Horizons logins below. If you are on the blue one to the lift, click on the link that says student. I have circled it in green. It will take you to the login screen on the right. Once you are on the login screen on the right, sign in.

2. After you have logged in, you should see a similar screen below. There will be list of your applications, scroll down to the one that you want to upload this budget to, click on View Application and skip to step 6. If you have you are starting a new application, go to step 3.

3. For a new application, click on Search Programs.
4. In the Keywords box (circled in Purple) type “Faculty-Led Proposal Program” and hit enter.

5. Scroll down until you see Teach Abroad (MSU Faculty & Staff Only), Faculty-Led Program Proposal (underlined in green). Click on the apply tab to the right. I have circled it in purple.
6. Fill in Teaching abroad experiences (circled in purple), Upload your resume (circled in green) and fill in your areas of study with 18 hours of graduate credits (circled in yellow). Then click Save & Continue at the bottom (circled in blue). At any point beyond this point, if you need to save your application and come back to complete later you can click Save & Finish Later (next to Save & Continue. Be sure that the next time you login to Horizons you do not start a new application for the same program. Follow the directions from Step 2 and jump to this step.

7. Complete all the information as you scroll down. Towards the bottom you will come to the portion of the application where you have to upload your budget form. I have circled it in green.
8. Continue through each section. Once you are at the end, you will be able to Review & Save.

9. Once you have Reviewed & Saved, you will see the screen below. You have to click on Submit Your Application (circled in red) to the right. If you do not click on this text, your application is not submitted and cannot be reviewed.

10. If your program is approved, the Study Abroad Office will contact you after the committee meets to notify you. You may be expected to do revisions to the budget.