

Building and Pricing a Study Abroad Itinerary

As you are creating an Itinerary, you will want to start by looking at websites with the 10 or 15 “Best Things to do” in your destinations. You will also need to start an Excel or Google Sheets spreadsheet to log all of the costs. You should try not to exceed \$3,850 per person for the entire program fee.

Components of an Itinerary:

1. Decide on time frame, dates, cities and program objectives.
2. Air Transportation
3. Coaches/ Trains –3 coach companies
4. Hotels in each destination
5. Study/Academic specific experiences
6. Restaurants (optional)*
7. Tourism and “Hotspot” specific experiences

Air – Get a rate from Google on the airfare and add \$100. We will use this rate in the initial proposal until they decide to go forward and then we will get an air contract from one of the airlines. Add a Domestic wire transfer \$30 or International Wire transfer fee \$50 depending on airline.

Hotels – use Bedsonline to price rooms in each destination. Price the hotels for 5 rooms, double occupancy, including Bed & Breakfast. Calculate total cost and add one room (in case we have an odd number of male or female participants). Then break down the total cost by day and per person.

Coaches – This needs to be one of the first things on your list. Look up 3 coach companies in your destination and send a request for a bid for coach transportation. To do this, you need to have the entire Itinerary built out. You will need to have dates and know what you need the coaches for (i.e. airport transfers, full day tour, half day tour, destinations/distances from hotels, provide a guide or no guide, provide tickets or no tickets). Some coach companies may provide more services than simply transportation. Add a wire transfer fee for each one.

Trains - Price trains on Rail Europe

Study/Academic Specific Experiences – Leave space in the itinerary for these. Make sure you include transportation. If there will be company tours, field studies, lectures, or work study experiences, make sure you include any access fees, lecturer stipends, or company tour costs.

Restaurants – Restaurants are optional. Some program leaders will want all meals planned out. Some will want none. We usually try to include a welcome dinner and a farewell dinner if the budget allows. It should be a cultural experience/dinner show. Add a wire transfer fee for each one.

Booking fees – Wire transfer fees (\$50 per overseas transaction), Exchange rate costs (12%), Miscellaneous costs (\$40pp)

Coordination Fee – the uAdventure, LLC Coordination fee for group tour from public and private institutions is \$500.00 per participant. For non-profits or negotiation of alternative rates, contact the office.

Get your budget approved before sending your proposal to the client!