SanPietro Budget Planning

Overview

1. WHAT COSTS TO LOOK FOR AND INCLUDE

2. CALCULATING CORRECT EXPENDITURES

3. VISA PLANNING

4. ADDITIONAL RESOURCES

QUESTIONS

1 Searching for SanPietro-eligible travel

- 1 – 4 countries in the same region
  - US State Dept Country Levels

- Pay attention to the flights available & complexity
  - how long is the travel day?
  - how many connections?
  - explore intra-country & inter-country travel feasibility

- No formal multi-day guided tours, but you can search for ideas in countries you are interested in to get ideas for travel itineraries
  - Verify any associated costs are still currently valid or if there are different summer rates

- Countries/cities with established public transportation & optional transportation passes

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Cover Page with Budget Overview

SanPietro application cover page form, writable form in the FASA site—the SanPietro budget form will provide the necessary information.

Be sure your costs are listed in USD and the local currency (if different) on all forms.

Summary of Requested funds, in USD:
Round up to the nearest dollar.

CATEGORY	CATEGORY TOTAL* (not per person)
Roundtrip Airfare Average	$_____
Accommodation:	$_____
Sightseeing activities:	$_____
Meal/Food Estimates:	$_____
Additional travel costs: Insurance, travel between and within all cities/destinations proposed(bus, metro, bicycle rental, trains, flights)	$_____
Grand Total Costs listed in US dollars.	$_____

*Refer to your budget form for the calculated category totals to input here. This needs to be the <u>totals you have added up in US dollars.</u>

2 **Itemized Budget Overview**

Be explicit, specify all details.

Round up to the nearest dollar.

This is the blank budget form available on the FASA SanPietro site; there are additional examples are in the FASA library.

Please use the template shown below to list the total costs associated with each location. Calculate the total cost of accommodation, meals, etc., *per location.* You should provide basic details to give us an idea of how you calcuated the costs.

We have kept this in an Excel format so you can cut and paste the chart below however many times you need. Everything should be listed in US Dollars, using the same exchange rate as on the Budget, and rounded up to the nearest dollar (for example, $29 per night instead of $28.81 per night).

The example on the following page is meant to give you an idea of how to complete this, however, it is not meant to be replicated exactly!

City/Region/Country	Number of days/nights in this location and dates	
Accommodation	$ total cost*	list brief details
Meals	$	
Local travel (buses, taxis, subway)	$	
Inter city travel (bus, rail, air)	$	
Activities	$	
Total for Location:		

2 Itemized Budget Overview, Cont'd

This is an example itemized budget.

The information in this document <u>must</u> match your budget information on other documents.

The currency exchange rate may change between now & the start date—it is encouraged to <u>slightly</u> overestimate.

Paris, France	Sept 1-6, 6 days/6 nights	
Accommodation	$360	6 nights at the Hotel de la Place at $30/night each
Meals	$300	Est. $25/day each
Local travel	$50	Metro pass $25/ea
Activities	$150	museum entry, shows, boat ride down Seine
Total for Paris:	**$860**	
Sept 7: take train from Paris to Rouen	$75	
Normandy Region, France	Sept 7-13, 7 days/7 nights	
Accommodation	$280	7 nights at hostel at $20/night per person
Meals	$350	Est. $25/day each
Inter-city travel	$265	day-trip buses to Honfleur, Bayeux, Mont St Michel, Giverny and back to Rouen
Activities	$35	Entrance fees to Musee de Giverny,
Total for Normandy:	**$930**	
Sept 14: Return to Paris via Train:	Incl. in round trip price above	
Paris, France	Sept. 14-16, 2 days/2 nights	
Accommodation	$120	3 nights at hostel at $30/night per person
Meals	$150	Est. $25/day each
Local travel	$25	Metro fares
Activities	$50	Night boat tour along Seine
Total for Paris:	**$345**	
Sept 16: Return to Los Angeles		

2 SanPietro Budget form

This is the example of a SanPietro Budget form; a writable pdf version of this form is available on our site.

Verify that all the costs are consistent!

Round <u>up</u> your funding requests to the nearest dollar. Be sure that this matches your itemized budget and coverpage documents.

Dates of proposed travel *Do not use airport codes.*

Arrival date: Aug 14, 2024   from/to (airports):*(e.g. Los Angeles-Sydney)* Los Angeles int'l Airport - Buenos Aires (Ministro Pistarini intl.)

Departure date: Aug 31, 2024   from/to (airports): Buenos Aires (Ministro Pistarini intl.) - Los Angeles int'l Airport

Total # of days on the ground (not including arrival and departure days): 16 days

Country/Countries of proposed travel: Argentia

Roundtrip Airfare: List three outbound and return airfares ranging in price from low to high, including taxes, from different sources.	Solo/1st Traveler	2nd traveler	Total Cost (if traveling as a pair)	Nonstop or number of stops	Airline
Airfare 1	$1260	n/a	n/a	1	American
Airfare 2	$1340	n/a	n/a	1	United / Copa
Airfare 3	$1550	n/a	n/a	1	American
Average* of the 3 airfares:	* $1390	n/a	n/a	*Use this amount to add to the TRIP TOTAL requested.	

Additional Travel Costs	Solo/1st Traveler	2nd traveler	Total cost in local currency	Total Cost in US dollars
Travel within city (bus, metro, etc.)	$240	n/a	197,150.00 ARS	$240
Travel between cities/destinations e.g., train fare, bus fare (no car/motorcycle rental)	$530	n/a	435,360.00 ARS	$530
Additional Airfare (between cities or countries)	$370	n/a	303,930.00 ARS	$370

Other Travel Costs	# of days	Cost per person in local currency	**Total Requesting for the Category in USD**	
Accommodation	16	1,182,870.00 ARS	$1440	
Meals	16	657,150.00 ARS	$800	
Sightseeing activities (museums, guided day tours, etc.)	12	377,870.00 ARS	$460	

Current exchange rate:	USD $1 = 822.00 ARS
Source:	Google Finance
Date:	Jan 22, 2024

**TRIP TOTAL (for ALL travelers) requested in US Dollars: $5230

**Make sure to add the airfare average total, the total cost of additional travel in USD, and the total for the other travel costs requested (all in US dollars).

2 Possible Budgeting Tools

TaxiFareFinder,
TripAdvisor,
Expedia,
STA Travel,
SkyScanner,
HostelWorld,
Hostelling Intl.,
Air BnB,
Uber,
Lyft,
XE Converter

Lonely Planet,
Rome2rio,
Wiki Travel,
Fodors' Pinterest,
Atlas Obscura,
Orbitz,
Fordor's Travel,
travel books & blogs,
FASA Library (travel books and SanPietro examples!)

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Don't Forget! *(Costs that are frequently forgotten)*

◦ Make sure the costs are <u>current/for the summer</u>.
  ◦ Sometimes posted prices are outdated and not accurate for when you are travelling; contact the intended program to confirm.

◦ Transportation to/from the airport of departure and return.

◦ Miscellaneous items you'll need, e.g. laundry service.

◦ Regarding airfare—navigate the search for each option, stopping before booking confirmation, as if purchasing the tickets to view <u>all taxes</u> calculated with the airfare.
  ◦ Look at airfare that is "travel-wise", not only the least expensive option:
    ◦ number of connections
    ◦ carrier with positive reputation (customer service, timeliness, and maintenance)
    ◦ travel times that are conducive to getting around, etc.)

3 Visa Planning

What type of visa do you need?

You will need to provide your visa plan for this application.

Use this US State Department site as a starting point to figuring out which visas you will need for the location you will be visiting.

https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/americans-traveling-abroad.html

Additional Note SanPietro funds do not cover costs associated with the following: visas, passports, inoculations, health insurance, souvenirs.

4 **Additional Resources**

FASA Office is open Monday through Friday, 8am-5pm (closed from 12-1pm)

◦ Walk-in hours Tuesdays (9 - 11 am) and Thursdays (2 - 4 pm)
◦ Additional Bishop examples are available in the FASA office, Rm 319 in the Center for Student Services building.

Email Elizabeth, enugent@caltech.edu with questions after this meeting or to schedule an appointment outside of walk-in hours.

Questions?