Overview

1. WHAT COSTS TO LOOK FOR AND INCLUDE
2. CALCULATING CORRECT EXPENDITURES
3. VISA PLANNING
4. ADDITIONAL RESOURCES

QUESTIONS
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
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.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CATEGORY TOTAL*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roundtrip Airfare Average</td>
<td>$_______</td>
</tr>
<tr>
<td>Accommodation:</td>
<td>$_______</td>
</tr>
<tr>
<td>Sightseeing activities:</td>
<td>$_______</td>
</tr>
<tr>
<td>Meal/Food Estimates:</td>
<td>$_______</td>
</tr>
<tr>
<td>Additional travel costs: Insurance,</td>
<td>$_______</td>
</tr>
<tr>
<td>travel between and within all cities/</td>
<td></td>
</tr>
<tr>
<td>destinations proposed(bus, metro,</td>
<td></td>
</tr>
<tr>
<td>bicycle rental, trains, flights)</td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$_______</td>
</tr>
<tr>
<td>Costs listed in US dollars.</td>
<td></td>
</tr>
</tbody>
</table>

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

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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 calculated 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!

<table>
<thead>
<tr>
<th>City/Region/Country</th>
<th>Number of days/nights in this location and dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accommodation</strong></td>
<td>$ total cost*</td>
</tr>
<tr>
<td>Meals</td>
<td>$</td>
</tr>
<tr>
<td>Local travel (buses, taxis, subway)</td>
<td>$</td>
</tr>
<tr>
<td>Inter city travel (bus, rail, air)</td>
<td>$</td>
</tr>
<tr>
<td>Activities</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total for Location:</strong></td>
<td></td>
</tr>
</tbody>
</table>
This is an example itemized budget.

The information in this document must match your budget information on other documents.

The currency exchange rate may change between now & the start date—it is encouraged to slightly overestimate.
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 up your funding requests to the nearest dollar. Be sure that this matches your itemized budget and coverpage documents.
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!)
Don’t Forget! (Costs that are frequently forgotten)

- Make sure the costs are current/for the summer.
  - 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 all taxes 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.)
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.
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?