



Center for International Studies

Short-Term International Program Budget Form

Course-Embedded Spring Break

DIRECTIONS

Please complete the budget sheet (next Excel tab - see bottom of spreadsheet) with the most accurate estimates available. The estimated number of students is required for correct calculations.

Most program leaders choose to have their expenses covered by the per-student cost. If so, include yourself in the "number of participants" column so that your expense will be divided among the student participants.

Tuition: Students who participate in a course-embedded program are billed for semester tuition. Therefore, no additional tuition cost should be included in the program budget.

Roundtrip Airfare: Program leaders should organize a group flight through a travel agency that can invoice the College. You may use another agency, but Liberty Travel is the designated travel agency of the College. They can be contacted at 401-245-0800.

Agency/Organization: The cost for services of any external organizations that are making arrangements for the program.

Hotel/Accommodations: Include the cost for housing for the duration of the program.

Local Transportation: Include transfers to and from the airport abroad, bus rentals, trains or flights on site, and costs for travel between the accommodations and program meeting points.

*** Do not include the cost per student of getting to and from the airport of departure, unless the group will travel together from PC.

iNext Insurance: All participants, including program leaders, are required to have the same insurance coverage. The CIS will enroll participants in the plan.

Lectures: The cost of honoraria for any locals who provide lectures to the group on site.

Room Rental: Cost of renting a classroom or other meeting space for the group on site.

Site Visits: Local arrangements such as museum entrances, cultural events, tours, and guides that are part of the course syllabus.

Supplies/Materials: Any required texts or course packets.

Tips/Gifts: Estimate the cost of tips to drivers and guides as well as gifts to local hosts and speakers.

Faculty Cell Phone(s): Program leaders are required to have a cell phone with international call ability so that they may be reached at all times.

The cost for cell phone usage abroad should be built into the budget.

Independent Faculty Meals: When some meals are taken independently, faculty may choose to have their meals covered by the program cost.

Group Meals: Estimate the cost of all meals taken as a group.

Student Out-of-Pocket Estimates

Independent Meals: The expense for any meals not taken with the group should be listed, based on three meals per day for the duration of the program.

Visa: Where applicable, provide an estimate for the cost to obtain a visa for the host country (based on U.S. citizens).

Required Immunizations: If any immunizations are required for entry into the host country, provide an estimate for this cost.



Center for International Studies

Short-Term International Program Budget Form

Course-Embedded Winter Intersession or Spring Break

Program Name _____
PC Program Leader(s) _____
Department(s) _____
Budget Prepared By _____

Based On
Students _____
Leaders _____

Description of Expense	Cost Per Unit	# Participants	Total Cost	Cost to Student USD*
Round Trip Airfare			\$0.00	#VALUE!
Hotel/Accommodations			\$0.00	#VALUE!
Agency/Organization			\$0.00	#VALUE!
Local Transportation			\$0.00	#VALUE!
iNext Insurance**			\$0.00	#VALUE!
Lectures			\$0.00	#VALUE!
Room Rental			\$0.00	#VALUE!
Site Visits			\$0.00	#VALUE!
Supplies/Materials			\$0.00	#VALUE!
Tips/Gifts			\$0.00	#VALUE!
Faculty Cell Phone(s)			\$0.00	#VALUE!
Independent Faculty Meals			\$0.00	#VALUE!
Group Meals			\$0.00	#VALUE!
Other			\$0.00	#VALUE!
Total	0	0	0	#VALUE!

*If you have received a price quote in a currency other than U.S. dollars, please check the currency conversion and attach a printout:

<http://www.oanda.com/>

**iNext Insurance Calculation: Subject to Change. Contact Allie Agati (aagati@providence.edu) for specific pricing details.

For participants age 59 and younger, the cost of insurance per participant is \$1.55 x (# days - minimum of 10) + \$9.85.

For participants age 60 and older, the cost of insurance per participant is \$4.95 x (# days - minimum of 10) + \$9.85.

Student Out-of-Pocket Estimates

Description of Expense	Cost Per Unit	# Participants	Total Cost	Cost to Student USD*
Independent Meals			\$0.00	#VALUE!
Visa			\$0.00	#VALUE!
Required Immunizations			\$0.00	#VALUE!
Other			\$0.00	#VALUE!