



Center for International Studies

## Short-Term International Program Budget Form

### Maymester or Summer

#### 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.

Faculty who lead a Maymester course will be paid the normal rate for teaching a School of Continuing Education (SCE) course. 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 Maymester or Summer program are billed for SCE Tuition. See: [SCE Tuition Costs](#)

**Roundtrip Airfare:** Program leaders are strongly encouraged to 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.

If a group flight will not be arranged, please include the estimated airfare cost in the Student Out-of-Pocket Expenses.

**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.



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<b>Program Name</b>	_____	<b>Based On</b>	
<b>PC Program Leader(s)</b>	_____	<b># Students</b>	_____
<b>Department(s)</b>	_____	<b># Leaders</b>	_____
<b>Budget Prepared By</b>	_____		

Description of Expense	Cost Per Unit	# Participants	Total Cost	Cost to Student USD*
Tuition			\$0.00	#VALUE!
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!
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#VALUE!</b>

\*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!
<b>Total</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>#VALUE!</b>