

TRAVEL APPLICATION TIPS



CENTER FOR GLOBAL INITIATIVES

Applying for a travel award? You will likely need to submit an itinerary and a budget, which can be challenging to create. Below we have included some tips and strategies for planning your trip and estimating the total cost.

WHERE TO START: CREATE A TIMELINE + ITINERARY

Before creating a budget, first draft a project timeline and travel itinerary. The project timeline may not be required for the application, but outlining the project from beginning to end (including pre-departure and post-trip plans) will help you make the most of your time. **Your travel itinerary should include your dates of travel (including any domestic travel), specific locations (town/city), and any pre-determined plans.** To ensure that your timeline and itinerary are feasible, we strongly recommend that you discuss your project with an expert in your area of interest.

BUILD YOUR BUDGET

Before you begin, read the application instructions carefully to determine what should be included in your budget. Your destination(s) and trip length will strongly affect your budget. If you are flexible about either or both of these components, consider making multiple budgets for each destination option and use daily rates when possible to see how the length of the trip and destination will affect the total cost.

BUDGET TIPS + EXAMPLE

ASK YOURSELF....	DAYS: 14	Daily Rate	Total Cost
Any program fees or cost to participate?	Base program cost	n/a	\$1400
Find an estimate online + baggage fees.	Roundtrip airfare	n/a	\$750
Estimate daily cost (bus, metro) + any excursions.	Domestic travel	\$10	\$140
Are any meals provided?	Food	\$20	\$280
Check with UNC's Travel Clinic about vaccines.	Vaccinations	n/a	\$75
Research hostels, Airbnb for lodging estimate.	Housing	\$35	\$490
Find out whether your program includes insurance.	Insurance	\$1.42	\$19.88
Use travel.state.gov for country-specific visa info.	Visa/Passport	n/a	\$100
ATM fees? Cell phone charges? Museum passes?	Misc. Expenses	n/a	\$136
Is this total within the program/award range?	TOTAL	--	\$3,390.88

FINANCIAL AID + GLOBAL EXPERIENCES

Federal financial aid is not available for opportunities that do not offer academic credit like work experience, research, service and other self-designed projects. It can be applied to opportunities that offer UNC academic credit, such as study abroad.

NEED MORE HELP?

If you need **general guidance**, you can make a global advising appointment online with Center for Global Initiatives staff (cgi.unc.edu/schedule). For **financial questions regarding credit-bearing programs**, please consult the Office of Scholarships and Student Aid, and for **specific application questions**, please contact the award's program manager. Still looking for an award or program that's right for you? Check out embark.unc.edu.