



2016 Fee Descriptions

1	Internal Flights – Consult with your Project Manager and be sure to plan well in advance if you have any internal flights
2	Airport Tax - Most domestic flights charge additional airport taxes.
3	Ground Transportation – This can be one of your larger expenses. Many roads, including some between major cities, are often unpaved, gravel roads of varying quality. We prefer, and it is less expensive, for you to use EIA vehicles. However, when we have multiple teams in the country, it may be necessary to rent a vehicle.
4	Bus Rental - Renting a bus is fairly expensive, but may be the only option at times, especially for large teams. The price will vary greatly depending upon where you are going and where you are leaving from. Work with the EIA staff on this.
5	Commercial Vehicle Rental - This is the average cost to rent a six passenger vehicle in La Paz. The price includes insurance and up to 100 km/day. After that, there is a charge for additional kilometers. You must also pay for all of your gas. If you choose, you can hire rental company drivers. We recommend using an EIA driver because they speak English and they know the way to the often remote locations where you are going.
6-8	EIA Vehicle Rental, Driver, and Gasoline - The EIA vehicle charge includes unlimited miles and no additional insurance cost. Gasoline is an additional cost. An EIA driver is also an additional cost. Our Land Cruisers can carry ten to twelve people, the Pathfinder can carry six to eight, and the pickup truck can carry five. We also strongly recommend that a vehicle should stay with you in the community for emergencies and in case you need to pick up additional supplies and materials.
9	Airport Pick-up/Deliver Fee – EIA staff is available to pick you up at the airport when you arrive and to take you back when you leave. Our vehicles can carry eight to nine people and your luggage. EIA staff will meet and greet you when you arrive and assist you in case there are any complications before you leave. Taxis are also available but they are small and more expensive.
10-11	EIA Professional Fees – We charge a lump sum fee for our staff’s time preparing and arranging for each of your trips. Assessment Trip Fee - The assessment trip fee includes: <ul style="list-style-type: none">• Communicating with the community;• Visiting the community to make sure they are ready for your arrival;• Regularly communicating with your team through emails and Skype;• Arranging for hotels, air, and ground transportation;• Hiring a cook and a translator;• Arranging food and water supplies;• Coordinating in-country tours and activities when requested;

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	<ul style="list-style-type: none"> • Researching local material prices and assisting in preparation of cost estimates. • An EIA Project Manager will travel with you and accompany your team on the first and last days in the community. Additional staff visits to the community on behalf of the chapter before or after the trip and staying with the team in the community during your trip is not included in the assessment trip fee and will be charged separately as described in item 14. <p>Implementation Trip Fee - Implementation trips require additional preparation by EIA staff. In addition to the items we provide for assessment trips, the implementation trip fee includes:</p> <ul style="list-style-type: none"> • Spending additional time in communication with the team discussing design and material needs; • Working with you on your materials lists and cost estimates; • Looking for the materials you ask for and researching prevailing unit prices; • Purchasing materials on your behalf. This saves time and money for you as we are always looking for the most economical places to purchase quality materials and because, as Bolivians, our staff can negotiate the best prices; • Arranging delivery of the materials to your worksite and making sure those materials are there on time and waiting for you when your team arrives. • An EIA Project Manager will travel with you and accompanying your team on the first and last days in the community. Additional staff visits to the community on behalf of the chapter before or after the trip and staying with the team in the community during your trip is not included in the implementation trip fee and will be charged separately as described in item 14.
12	<p>EIA Project Manager in the Field - As mentioned above, an EIA Project Manager will travel with you and accompany your team on the first and last days in the community. Most teams also request to have their Project Manager stay with them throughout their trip. This has proven very helpful in facilitating communication and coordination with the community members, local government officials, and contractors in the area. If you choose to have an EIA Project Manager stay with you for the entire trip, the daily rate will be charged plus a fee for their food and lodging.</p>
13	<p>EIA Translators - EIA can arrange for Spanish translators to accompany your team. The more translators you have, the better your communication and the cultural interaction will be. Your team will be charged a daily rate plus a fee for their food and lodging. You may also be charged if the translators need to come by separate transportation means.</p>
14	<p>Team Meals in Community - This daily charge covers food, bottled water, cooking equipment, propane, eating utensils etc. while in the community. It also covers the cost of an EIA cook. Our cooks prepare meals that are indigenous to the area and which are an important part of your cultural experience. They have been trained to protect the delicate stomachs of North Americans and Europeans by boiling water; careful washing of dishes; using iodine water on the outside of fruits, etc.</p>
15	<p>Sleeping Bags – This is a per trip fee to have sleeping bags dry-cleaned after each team trip.</p>



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16	Housing in Community - The community will be responsible to provide lodging accommodations for your team while your team is staying there.
17	Emergency Cell Phones – We encourage team leaders to use an EIA cell phone for communications during your stay. Cell phones don't always work in remote communities so check with your Project Manager about cell phone coverage. International cell phones and satellite phones may work but they are very expensive. Your team will have to buy cell phone minutes. Teams will be charged for any lost or damaged phones.
18-19	Bank Transfer and Credit Card Fees – A bank transfer fee will be added to each invoice to cover the cost of transferring money from the United States to Bolivia. In addition, some teams may wish to use a credit card to pay us. This may be done through PayPal on our website. A 1% charge will be added to the total for using PayPal to cover their charges.
20	Invoices – Before your trip, we will prepare and send an initial invoice. The initial invoice will represent the estimated budget that you will be spending through EIA. We require payment of the initial invoice at least two weeks before the trip so we can make purchases on your behalf before you arrive. We track actual costs and collect receipts so that we can send you a final invoice following your return home. Balances due are payable upon receipt. Credits can be held and applied towards your next trip or refunded, depending upon your team's preferences.
21	Airline Tickets to Bolivia – Several airlines fly directly from the United States to Bolivia. Check individual airline websites for the best deals.
22	Tourist Visas - United States citizens are required to purchase a tourist visa upon arrival in Bolivia. Tourist visas can be purchased by mail or in person at Bolivian Consulates, the Bolivian Embassy in Washington DC, or upon arrival at La Paz airport. Visit these websites for more information or for citizens of other countries: Bolivian Embassy, Washington DC - http://www.embassyofbolivia.nl/node/907 US Embassy, La Paz - http://bolivia.usembassy.gov/service/living-in-bolivia/travelling-to-bolivia.html
23	Hotel Expenses – Your team may need to stay in hotels or hostels in La Paz or other cities before travelling to communities or before travelling home. EIA will help to arrange hotels or hostels but team members will need to pay for their rooms directly. In addition, you will be charged fees for EIA staff, translators, and others if they need to stay with the team as described in items 12 and 13.
24	Food Outside of Community – Your team may need to purchase food directly when outside of the community. In addition, you will be charged fees for EIA staff, translators, and others if they need to be with the team outside of the community as described in items 14 and 15.