

Trip Funding Worksheet

Proposed Trip: _____

Dates: _____

Use this worksheet to determine trip costs to complete a Proposed Trip Application. Share with department chair or supervisor prior to completing Application.

Check financial details (expense categories, fundraising parameters, etc.) in travel finance resources for clarity.

Estimated expenses:	Per person	or	Per group (if needed)
Airfare/transportation	_____		_____
Housing	_____		_____
Meals	_____		_____
Local travel	_____		_____
Insurance fee	_____		_____
Contingency fee	_____		_____
Other _____	_____		_____
Other _____	_____		_____

Estimated expense per person: \$_____ x group size: _____ = \$_____ total group expense

Advertized program cost per person \$_____ Per person deposit \$_____

Cost includes: _____

Cost does not include: _____

Estimated revenue to meet trip cost:	Per person	or	Per group
Participant fee	_____		_____
Existing account	_____		_____
Fundraising _____	_____		_____
Fundraising _____	_____		_____
Donations _____	_____		_____
Grants _____	_____		_____
Other _____	_____		_____

Estimated revenue per person: \$_____ x group size _____ = \$_____ total group revenue

\$_____ anticipated total group expense = < \$_____ anticipated total group revenue

Is there an existing account? If so, list Account # _____ Account Name: _____

No travel or leader expenses should come from institutional general operating budgets for this trip.

Note how leader costs would be covered:

Other comments on finances: