

Trip Funding Worksheet

Trip name/location: _____

Trip dates: _____

Estimated group size: _____ Leaders: _____

Primary trip leader: _____

Use this worksheet to determine trip costs as part of the Proposed Trip Application process. Share with department chair or supervisor prior to completing trip application.

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

The Business Office will require full budget details in BudgetPak the spring prior to this trip.

Estimated expenses:	Per person	Per group (list in BudgetPak)
Airfare/transportation	_____	_____
Housing	_____	_____
Meals	_____	_____
Local travel	_____	_____
Insurance fee	_____	_____
Contingency fee	_____	_____
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	Per group (list in BudgetPak)
Participant fee	_____	_____
Existing account (if applicable)	_____	_____
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 trip account? If so, list Account # _____ Account Name: _____

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

**Fundraising options can be listed but need to be shared and approved by Advancement Office prior to initiating.*

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: