



MINISTRY TRIP BUDGET WORKSHEET

Trip Destination: _____ Trip Dates: _____

Name of Coordinator/Leader: _____ Submission Date: _____

Current Account Balance (if applicable): _____ Total Trip Budget: _____

Note: Insert # of Participants & Budgeted Cost/Participant for auto-calculation.	Budgeted Cost/Participant	Budgeted Cost/Group	Payment Due Date:	Post Trip Actual Cost
Transportation/Airfare				
Luggage Fees (both ways)				
Trip Insurance				
Entrance/Exit Fees				
Misc. Travel				
Food during Travel				
Food on Site				
Lodging				
Team shirts				
Other (admin, phone, etc.)				
Gifts to Missionaries **				
Supplies/Worksite **				
Participant Cost - Subtotal				
Multiply by (participants) Total Cost:				

Are any prepaid expenses, such as airfare, refundable if trip is cancelled or an individual is unable to participate? If so, please explain. _____

Participants are responsible for additional expenses such as passports/visas, support letters/postage, phones, spending \$/souvenirs.

** If funds are available, Mission Committee may supplement these items ONLY

Mission Committee Approval: Initials: _____ Date: _____

Final Report Submitted: Initials: _____ Date: _____

Finance Committee Use Approval: _____ Date: _____

____ Copy to Phil Black