

Travel Budget

DESTINATION _____

TRAVEL DATES _____ DURATION _____

PRE-TRIP EXPENSES		
EXPENSES	BUDGET	ACTUAL
TOTAL		

TRANSPORTATION		
EXPENSES	BUDGET	ACTUAL
TOTAL		

ACCOMMODATIONS		
EXPENSES	BUDGET	ACTUAL
TOTAL		

ACTIVITIES		
EXPENSES	BUDGET	ACTUAL
TOTAL		

FOOD & DRINK		
EXPENSES	BUDGET	ACTUAL
TOTAL		

OTHER		
EXPENSES	BUDGET	ACTUAL
TOTAL		

GRAND TOTAL	
BUDGET	ACTUAL

NOTES: