

Budget:

Dates of travel:

| <u>Transportation</u> | |
|---|--|
| <u>How are you getting there?</u> | |
| | |
| <u>How much will it cost?</u> | |
| <u>Web site address:</u> | |
| | |
| <u>If driving:</u> | |
| <u>How many miles is it one way:</u> | |
| <u>Divide that number by 30 (mpg)</u> | |
| <u>Take that number and multiply by \$3.15</u> | |
| <u>Double your result to calculate round trip</u> | |

Screen shot of travel costs

| <u>Accommodation</u> | |
|-------------------------------|--|
| <u>Where are you staying?</u> | |
| | |
| <u>How much will it cost?</u> | |
| | |
| <u>Web site address:</u> | |

Screen shot of accommodation costs

| <u>Rental Car (if applicable)</u> | |
|--|--|
| <u>What car company are you using?</u> | |
| | |
| <u>What type of car?</u> | |
| | |
| <u>How much does it cost?</u> | |
| | |
| <u>Web site address:</u> | |

Screen shot of car rental costs

| <u>Taxi/Subway Costs</u> | <u>(If Applicable)</u> |
|--|------------------------|
| <u>5% of budget for transportation in city</u> | |

| <u>Excursion 1</u> | |
|-------------------------------|--|
| <u>Where are you going?</u> | |
| | |
| <u>How much will it cost?</u> | |
| | |
| <u>Web site address:</u> | |

Screen shot of excursion 1

| <u>Excursion 2</u> | |
|-------------------------------|--|
| <u>Where are you going?</u> | |
| | |
| <u>How much will it cost?</u> | |
| | |
| <u>Web site address:</u> | |

Screen shot of excursion 2

| | |
|--|--|
| <u>Food</u> | |
| <u>3% of budget</u> | |
| | |
| <u># of days away (include arrival and departing day)</u> | |
| | |
| <u>Food total (# of days X 3% of budget)</u> | |
| | |
| <u>Miscellaneous</u> | |
| <u>5% of budget</u> | |