Budget Work Sheet

Number of participants:_____

☐ Airfare (international)   _____

   ($_____X_____# of participants)

☐ Ground travel (in-country)

   ☐ Bus ($_____X _____ # of participants)   _____

   ☐ Train ($_____X _____# of participants)   _____

   ☐ Van or Car rental   _____

   ___vehicles X ___days mileage (if applicable)

☐ Lodging   _____

   per day $_____ X _____ days

   ($_____X_____# of participants)

☐ Meals   _____

   per day $_____ X _____ days

   ($_____X_____# of participants)

☐ Fees/gratuities

   ☐ visas (include in airfare cost)   _____

   ☐ entrance fees   _____

   ☐ gratuities/gifts for hosts   _____

   ☐ honoraria–host groups/speakers/interpreters   _____

   ☐ arrangements fee (in-country)   _____

☐ Group supplies/gifts   _____

☐ Participant reading materials   _____

☐ Insurance coverage ($_____X_____# of participants)   _____

☐ Pre-trip expenses and post-trip expenses   _____

   ☐ mailings, telephone, fax charges   _____

   ☐ copying (brochure and other)   _____

   ☐ mileage:

   ___miles @ $ ___ per mile   _____

   ☐ Emergency funds ($1000–$2000)   _____

TOTAL $_____

Cost per particpant =($Total divided by # of participants) $_____
Adjusted cost per participant (___ leaders)

   (absorbing leader expense, if necessary) $_____