

MHPSD - Travel Trip Accounting Template

Enclosure No. 6

School	Crescent Heights		Initial Estimate	Final
Group	Europe 2026	# Students	25	0
Dates	April 3-12, 2026	# Staff	4	0
		# Other adult chaperones	0	0
			29	0
				(29.00)

Description	Estimated Amount - Group Total	Actual Amounts	Variance from Actual	Notes
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Trip Expenses

Travel Company Expenses	134,725.00	-	(134,725.00)	
Other Transportation	-	-	-	
Sub Teacher Costs	-	-	-	
Other Trip Expenses	-	-	-	
Total Trip Expenses	\$ 134,725	\$ -	\$ (134,725)	
# of paying travellers	25	25		
Full cost per traveller	\$ 5,389		\$ (5,389)	

Fundraising

Group Fundraising	-	-	-	
Costs less group fundraising	\$ 134,725		\$ (134,725)	
Cost per traveller less group fundraising	\$ 5,389		\$ (5,389.00)	
Total Individual Fundraising	-	-	-	
Final amounts paid by travellers	\$ 134,725	\$ -	\$ (134,725)	
Amount paid as a % of total costs	100%	#DIV/0!		

Required Signatures

Lead staff organizer #1	Date	Lead staff organizer #2	Date
School Principal	Date	School Bookkeeper Review	Date