

SD76 - Travel Trip Accounting Template

School	CHHS		Initial Estimate	Final	
Group	Drama - California	# Students	20	0	
Dates	March 26 - April 3, 2024	# Staff	2	0	
		# Other adult chaperones	0	0	
			22	0	(22.00)

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

Travel Company Expenses	80,800.00	-	(80,800.00)	
Other Transportation	9,200.00	-	(9,200.00)	
Other Trip Expenses	-	-	-	
Total Trip Expenses	\$ 90,000	\$ -	\$ (90,000)	
# of paying travellers	20	20		
Full cost per traveller	\$ 4,500		\$ (4,500)	

Fundraising

Group Fundraising	37,500.00	-	(37,500.00)	
Costs less group fundraising	\$ 52,500		\$ (52,500)	
Cost per traveller less group fundraising	\$ 2,386		\$ (2,386.36)	
Total Individual Fundraising	-	-	-	
Final amounts paid by travellers	\$ 52,500	\$ -	\$ (52,500)	
Amount paid as a % of total costs	58%	#DIV/0!		

Required Signatures

Lead staff organizer #1 Date

Lead staff organizer #2 Date

School Principal Date

School Bookkeeper Review Date