

MHPSD - Travel Trip Accounting Template

Enclosure No. 4

School	Medicine Hat High School		Initial Estimate	Final	
Group	SV Girls Rugby	# Students	16	0	
Dates	March 15-22, 2024	# Staff	2	0	
		# Other adult chaperones	0	0	
			18	0	(18.00)

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

Travel Company Expenses	37,680.00	-	(37,680.00)	
Other Transportation	7,490.00	-	(7,490.00)	
Sub Teacher Costs	882.20	-	(882.20)	
Other Trip Expenses	3,000.00	-	(3,000.00)	
Total Trip Expenses	\$ 49,052	\$ -	\$ (49,052)	
# of paying travellers	16	-		
Full cost per traveller	\$ 3,066		\$ (3,066)	

Fundraising

Group Fundraising	-	-	-	
Costs less group fundraising	\$ 49,052		\$ (49,052)	
Cost per traveller less group fundraising	\$ 3,066		\$ (3,066.00)	
Total Individual Fundraising	-	-	-	
Final amounts paid by travellers	\$ 49,052	\$ -	\$ (49,052)	
Amount paid as a % of total costs	100%	#DIV/0!		

Required Signatures

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