

MHPSD - Travel Trip Accounting Template

School	Medicine Hat High School/Crescent Heights High School	Initial Estimate	Final	Increase/(Decrease) in travel #'s
Group	Yamate Japanese Exchange 2024	# Students	19	(19)
Dates	Fri July 19 2024 to Saturday Aug 3, 2024	# Staff	3	(3)
	# Other adult chaperones	1		(1)
		23	0	(23)

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

Travel Company Expenses

					Verified to Backup
1	Flights and bussing to and from airport in Japan (Vision Travel)	53,900.00	-	(53,900.00)	Booked through Vision Travel
2	Taxes on Comp'd flights	400.00		(400.00)	
3		-		-	
Total Travel Company Expenses		54,300.00	-	(54,300.00)	

Other Transportation Expenses

1	Bus Transportation To/From Calgary	2,000.00		(2,000.00)	
2	Chaperone Japanese Railpasses	2,400.00		(2,400.00)	4x\$600
3		-		-	
4		-		-	
5		-		-	
6		-		-	
Total Other Transportation		4,400.00	-	(4,400.00)	

Substitute Teacher Costs

\$ 220.55 \$ 220.55

# of Days Requiring a Substitute		2.00			
1	Sub Teacher Costs	441.10	-	(441.10)	
Total Substitute Teacher Costs		441.10	-	(441.10)	

Other Travel Expenses

1	District Travel Insurance	2,415.00		(2,415.00)	(23 x \$105)
2	Chaperone Hosting Costs Overseas	500.00		(500.00)	
3	T-shirts	1,260.00		(1,260.00)	
4	Medalta Historic Clay District	290.00		(290.00)	
5	Elkwater Trip	820.00		(820.00)	
6	Neubauer Farms Trip	404.00		(404.00)	
7	Waterton/Lethbridge Trip	1,830.00		(1,830.00)	
8	Big Marble Admission	332.00		(332.00)	
9	Wrap up Dinner	1,900.00		(1,900.00)	
10	FMNI Activity	380.00		(380.00)	
11	Cultural Show Pizza	400.00		(400.00)	
12	Chaperone Hosting Costs in Can	800.00		(800.00)	
13	Bowling Activity	500.00		(500.00)	
14	Potluck Supplies	150.00		(150.00)	
15				-	
Total Other Expenses		11,981.00	-	(11,981.00)	

Total Trip Expenses \$ 71,122 \$ - \$ (71,122)

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	# Other adult chaperones	1	0
		23	0
			(23.00)

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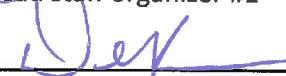
Trip Expenses

Travel Company Expenses	54,300.00	-	(54,300.00)	
Other Transportation	4,400.00	-	(4,400.00)	
Sub Teacher Costs	441.10	-	(441.10)	
Other Trip Expenses	11,981.00	-	(11,981.00)	
Total Trip Expenses	\$ 71,122	\$ -	\$ (71,122)	
# of paying travellers	19	-		
Full cost per traveller	\$ 3,743		\$ (3,743)	

Fundraising

Group Fundraising	-	-	-
Costs less group fundraising	\$ 71,122		\$ (71,122)
Cost per traveller less group fundraising	\$ 3,743		\$ (3,743.00)
Total Individual Fundraising	-	-	-
Final amounts paid by travellers	\$ 71,122	\$ -	\$ (71,122)
Amount paid as a % of total costs	100%	#DIV/0!	

Required Signatures


 Lead staff organizer #1 _____ Date _____

 School Principal _____ Date Apr 26/23

Lead staff organizer #2 _____ Date _____

 School Bookkeeper Review _____ Date April 26, 2023

Yamate Exchange Hosting/Travel Budget 2024

Budget based upon 19 students traveling

Medicine Hat Hosting Costs

Item	Cost	Rationale
Water for students upon arrival/departure	\$50.00	
T-Shirts	\$1,260.00	(\$15/shirt @ 80 shirts)
Medalta Historic Clay District	\$190.00	(\$5.00/student @38 Students)
Medalta Historic Trip Bus	\$100.00	
Potluck Supplies	\$150.00	
Elkwater Gas	\$60.00	
Elkwater Trip Bus	\$350.00	
Elkwater Trip Meal	\$200.00	
Elkwater Snow Shoes	\$210.00	(\$5/student @ 42 people)
Neubauer Farms Bus	\$100.00	
Neubauer Farms Admission	\$304.00	(\$8.00/student @38 Students)
Family Leisure Center	\$332.00	(\$7.50/student @38 Students + 4 chaperones @ \$11.75)
Bussing to Waterton (or CNP)/Lethbridge	\$1,200.00	Driver (14hr @ \$25/hr); Km's (\$0.95/km x 650km)
Dinner in Lethbridge	\$630.00	(43 Yamate @ \$15/person)
DJ for Dance	\$350.00	
MHHS Catering	\$1,400.00	(\$20.00/person @70 people)
Drinks for Dinner	\$100.00	
FNMI Activity	\$380.00	(\$10.00/person @38 people)
Cultural Show Pizza/Chips	\$400.00	
Chaperone Hosting Costs (Dinner, Outings, Gifts in Medicine Hat)	\$800.00	
Bowling Activity	\$500.00	~(\$42/lane x 8 + \$3/person shoe rental @38 Students)
Sub Costs (2 days)	\$441.10	
Total Hosting Costs	\$9,507.10	
Total Hosting Costs per student	\$500.37	

Overseas Travel Costs

Item	Cost	Rationale
Flights (19 students)	\$46,550.00	(\$2450/student @19 Students)
2 Chaperone Flights	\$7,350.00	(\$2450/flight @ 2 flights)
Flight Taxes on Comp'd flights	\$400.00	(\$400/flight @ 1 flights)
District Insurance	\$2,415.00	(\$105/student @25 Students + 4 chaperones)
Two Trips (Airport and Back using MHHS Bus)	\$2,000.00	
Japanese Railpasses	\$2,400.00	\$600/pass x4
Chaperone Hosting Costs	\$500.00	
-School Gift		\$100.00
-Dinner for Japanese Chaperones/Field Coordinators		\$400.00
Total Overseas Cost	\$61,615.00	
Total Overseas Cost per student	\$3,242.89	

Total Trip Cost per Student **\$3,743.27**

Additional Overseas Travel Costs Not Paid by students

Item	Cost	Rationale
Total Overseas Cost	\$0.00	