

SD76 - Travel Trip Accounting Template

School	CHHS		Initial Estimate	Final	
Group	Drama - New York	# Students	24	0	
Dates	April 23 - 28, 2025	# Staff	2	0	
		# Other adult chaperones	0	0	
			26	0	(26.00)

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

Travel Company Expenses	84,460.00	-	(84,460.00)	
Other Transportation	13,850.00	-	(13,850.00)	
Other Trip Expenses	-	-	-	
Total Trip Expenses	\$ 98,310	\$ -	\$ (98,310)	
# of paying travellers	20	27		
Full cost per traveller	\$ 4,916		\$ (4,916)	

Fundraising

Group Fundraising	6,000.00	-	(6,000.00)	
Costs less group fundraising	\$ 92,310		\$ (92,310)	
Cost per traveller less group fundraising	\$ 3,550		\$ (3,550.38)	
Total Individual Fundraising	-	14,551.84	14,551.84	
Final amounts paid by travellers	\$ 92,310	\$ (14,552)	\$ (106,862)	
Amount paid as a % of total costs	94%	#DIV/0!		

Required Signatures

Lead staff organizer #1 Date

Lead staff organizer #2 Date

School Principal Date

School Bookkeeper Review Date