



# TRAVEL BUDGET

PLANNER

DESTINATION

TRAVEL DATES

## PRE-TRIP EXPENSES

| <i>expenses</i> | <i>budget</i> | <i>actual</i> |
|-----------------|---------------|---------------|
|                 |               |               |
|                 |               |               |
|                 |               |               |
|                 |               |               |
|                 |               |               |
| <b>TOTAL:</b>   |               |               |

## TRANSPORTATION

| <i>expenses</i> | <i>budget</i> | <i>actual</i> |
|-----------------|---------------|---------------|
|                 |               |               |
|                 |               |               |
|                 |               |               |
|                 |               |               |
|                 |               |               |
| <b>TOTAL:</b>   |               |               |

## ACCOMMODATION

| <i>expenses</i> | <i>budget</i> | <i>actual</i> |
|-----------------|---------------|---------------|
|                 |               |               |
|                 |               |               |
|                 |               |               |
|                 |               |               |
|                 |               |               |
| <b>TOTAL:</b>   |               |               |

## ACTIVITIES

| <i>expenses</i> | <i>budget</i> | <i>actual</i> |
|-----------------|---------------|---------------|
|                 |               |               |
|                 |               |               |
|                 |               |               |
|                 |               |               |
|                 |               |               |
| <b>TOTAL:</b>   |               |               |

## FOOD & DRINK

| <i>expenses</i> | <i>budget</i> | <i>actual</i> |
|-----------------|---------------|---------------|
|                 |               |               |
|                 |               |               |
|                 |               |               |
|                 |               |               |
|                 |               |               |
| <b>TOTAL:</b>   |               |               |

## OTHER

| <i>expenses</i> | <i>budget</i> | <i>actual</i> |
|-----------------|---------------|---------------|
|                 |               |               |
|                 |               |               |
|                 |               |               |
|                 |               |               |
|                 |               |               |
| <b>TOTAL:</b>   |               |               |

GRAND  
TOTAL

*budget*

*actual*

NOTES