

DAILY RECORD OF EXPENSES SHEET

Transportation

Day 1

Group Name: \_\_\_\_\_
Distance (Miles): \_\_\_\_\_
Cost per gallon: \_\_\_\_\_ Gas Money Needed: \_\_\_\_\_
Gas Needed (Gallons): \_\_\_\_\_ Tolls: \_\_\_\_\_
Transportation In City: \_\_\_\_\_

Total Transportation Expense: \$0.00

Lodging

Where staying: \_\_\_\_\_
Cost per night (per room with two people per room): \_\_\_\_\_

Total Lodging Expense: \$0.00

Food

Breakfast at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Lunch at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Dinner at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_

Total Cost for Food: \$0.00

Sight Seeing

Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_ Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_ Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_ Cost: \_\_\_\_\_

Total Cost for Sight Seeing: \$0.00

Miscellaneous Costs

(List items and costs below)

Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_

Miscellaneous Total Cost: \$0.00

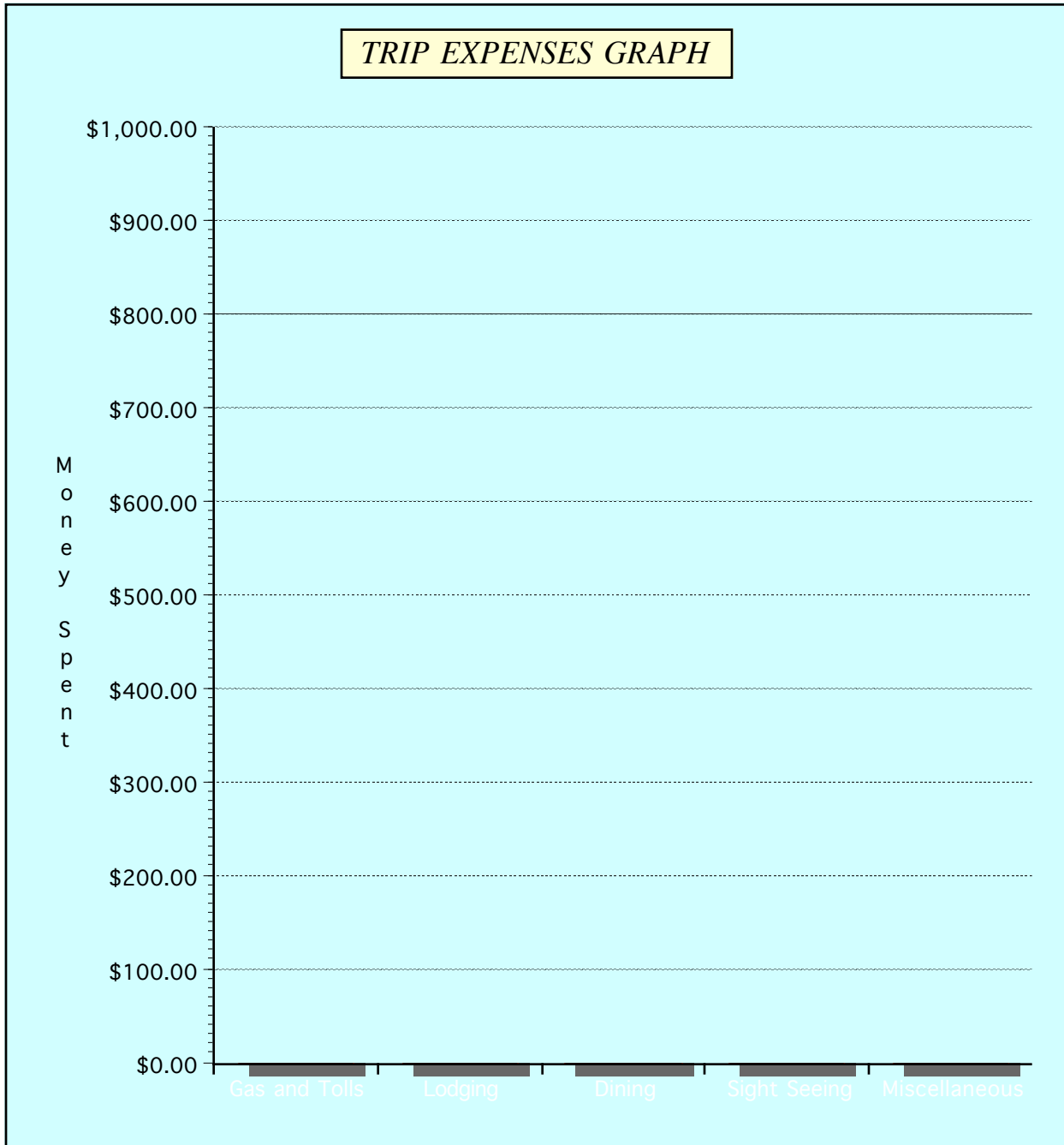
Total Cost for Day: \$0.00

Put X below to check

# Trip Expenses Sheet

	Gas and Tolls	Lodging	Dining	Sight Seeing	Miscellaneous
Day 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Day 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Day 3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Day 4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Day 5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Day 6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Day 7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Day 8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total Here =



DAILY RECORD OF EXPENSES SHEET

Transportation

Day 2

Group Name: \_\_\_\_\_
Distance (Miles): \_\_\_\_\_
Cost per gallon: \_\_\_\_\_
Gas Money Needed: \_\_\_\_\_
Gas Needed (Gallons): \_\_\_\_\_
Tolls: \_\_\_\_\_
Transportation In City: \_\_\_\_\_

Total Transportation Expense: \$0.00

Lodging

Where staying: \_\_\_\_\_
Cost per night (per room with two people per room): \_\_\_\_\_

Total Lodging Expense: \$0.00

Food

Breakfast at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Lunch at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Dinner at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_

Total Cost for Food: \$0.00

Sight Seeing

Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_

Total Cost for Sight Seeing: \$0.00

Miscellaneous Costs

(List items and costs below)

Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_

Miscellaneous Total Cost: \$0.00

Total Cost for Day: \$0.00



DAILY RECORD OF EXPENSES SHEET

Transportation

Day 3

Group Name: \_\_\_\_\_
Distance (Miles): \_\_\_\_\_
Cost per gallon: \_\_\_\_\_
Gas Money Needed: \_\_\_\_\_
Gas Needed (Gallons): \_\_\_\_\_
Tolls: \_\_\_\_\_
Transportation In City: \_\_\_\_\_

Total Transportation Expense: \$0.00

Lodging

Where staying: \_\_\_\_\_
Cost per night (per room with two people per room): \_\_\_\_\_

Total Lodging Expense: \$0.00

Food

Breakfast at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Lunch at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Dinner at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_

Total Cost for Food: \$0.00

Sight Seeing

Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_

Total Cost for Sight Seeing: \$0.00

Miscellaneous Costs

(List items and costs below)

Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_

Miscellaneous Total Cost: \$0.00

Total Cost for Day: \$0.00



DAILY RECORD OF EXPENSES SHEET

Transportation

Day 4

Group Name: \_\_\_\_\_
Distance (Miles): \_\_\_\_\_
Cost per gallon: \_\_\_\_\_
Gas Money Needed: \_\_\_\_\_
Gas Needed (Gallons): \_\_\_\_\_
Tolls: \_\_\_\_\_
Transportation In City: \_\_\_\_\_

Total Transportation Expense: \$0.00

Lodging

Where staying: \_\_\_\_\_
Cost per night (per room with two people per room): \_\_\_\_\_

Total Lodging Expense: \$0.00

Food

Breakfast at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Lunch at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Dinner at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_

Total Cost for Food: \$0.00

Sight Seeing

Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_

Total Cost for Sight Seeing: \$0.00

Miscellaneous Costs

(List items and costs below)

Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_

Miscellaneous Total Cost: \$0.00

Total Cost for Day: \$0.00



DAILY RECORD OF EXPENSES SHEET

Transportation

Day 5

Group Name: \_\_\_\_\_
Distance (Miles): \_\_\_\_\_
Cost per gallon: \_\_\_\_\_
Gas Money Needed: \_\_\_\_\_
Gas Needed (Gallons): \_\_\_\_\_
Tolls: \_\_\_\_\_
Transportation In City: \_\_\_\_\_

Total Transportation Expense: \$0.00

Lodging

Where staying: \_\_\_\_\_
Cost per night (per room with two people per room): \_\_\_\_\_

Total Lodging Expense: \$0.00

Food

Breakfast at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Lunch at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Dinner at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_

Total Cost for Food: \$0.00

Sight Seeing

Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_

Total Cost for Sight Seeing: \$0.00

Miscellaneous Costs

(List items and costs below)

Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_

Miscellaneous Total Cost: \$0.00

Total Cost for Day: \$0.00



DAILY RECORD OF EXPENSES SHEET

Transportation

Day 6

Group Name: \_\_\_\_\_
Distance (Miles): \_\_\_\_\_
Cost per gallon: \_\_\_\_\_
Gas Money Needed: \_\_\_\_\_
Gas Needed (Gallons): \_\_\_\_\_
Tolls: \_\_\_\_\_
Transportation In City: \_\_\_\_\_

Total Transportation Expense: \$0.00

Lodging

Where staying: \_\_\_\_\_
Cost per night (per room with two people per room): \_\_\_\_\_

Total Lodging Expense: \$0.00

Food

Breakfast at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Lunch at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Dinner at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_

Total Cost for Food: \$0.00

Sight Seeing

Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_

Total Cost for Sight Seeing: \$0.00

Miscellaneous Costs

(List items and costs below)

Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_

Miscellaneous Total Cost: \$0.00

Total Cost for Day: \$0.00



DAILY RECORD OF EXPENSES SHEET

Transportation

Day 7

Group Name: \_\_\_\_\_
Distance (Miles): \_\_\_\_\_
Cost per gallon: \_\_\_\_\_
Gas Money Needed: \_\_\_\_\_
Gas Needed (Gallons): \_\_\_\_\_
Tolls: \_\_\_\_\_
Transportation In City: \_\_\_\_\_

Total Transportation Expense: \$0.00

Lodging

Where staying: \_\_\_\_\_
Cost per night (per room with two people per room): \_\_\_\_\_

Total Lodging Expense: \$0.00

Food

Breakfast at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Lunch at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Dinner at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_

Total Cost for Food: \$0.00

Sight Seeing

Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_

Total Cost for Sight Seeing: \$0.00

Miscellaneous Costs

(List items and costs below)

Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_

Miscellaneous Total Cost: \$0.00

Total Cost for Day: \$0.00



DAILY RECORD OF EXPENSES SHEET

Transportation

Day 8

Group Name: \_\_\_\_\_
Distance (Miles): \_\_\_\_\_
Cost per gallon: \_\_\_\_\_
Gas Money Needed: \_\_\_\_\_
Gas Needed (Gallons): \_\_\_\_\_
Tolls: \_\_\_\_\_
Transportation In City: \_\_\_\_\_

Total Transportation Expense: \$0.00

Lodging

Where staying: \_\_\_\_\_
Cost per night (per room with two people per room): \_\_\_\_\_

Total Lodging Expense: \$0.00

Food

Breakfast at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Lunch at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_
Dinner at \_\_\_\_\_
Cost per person: \_\_\_\_\_ Total: \_\_\_\_\_

Total Cost for Food: \$0.00

Sight Seeing

Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_
Where will you go? \_\_\_\_\_
What will you see? \_\_\_\_\_
Cost: \_\_\_\_\_

Total Cost for Sight Seeing: \$0.00

Miscellaneous Costs

(List items and costs below)

Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_
Cost: \_\_\_\_\_

Miscellaneous Total Cost: \$0.00

Total Cost for Day: \$0.00

