

STUDENT EXPENSES:

Registration: _____ Students @ \$ _____ = \$ _____

Transportation: _____ Students @ \$ _____ = \$ _____

Room: _____ Students @ \$ _____ = \$ _____

MEALS:

Number of breakfasts during the trip: _____ @ \$ 7.00 = \$ _____

Number of lunches during the trip: _____ @ \$ 8.00 = \$ _____

Numbers of dinners during the trip _____ @ \$ 11.00 = \$ _____

Number of meal pkgs. during the trip _____ @ \$ _____ = \$ _____

Other: _____ = \$ _____

Subtotal #1 ----- = \$ _____

ADVISOR(S) EXPENSES:

Registration: _____ Advisor (s) @ \$ _____ = \$ _____

Transportation : _____ Advisor (s) @ \$ _____ = \$ _____

Room: _____ Advisor (s) @ \$ _____ = \$ _____

MEALS:

Number of breakfasts during the trip: _____ @ \$ 7.00 = \$ _____

Number of lunches during the trip: _____ @ \$ 8.00 = \$ _____

Number of dinners during the trip: _____ @ \$ 11.00 = \$ _____

Number of meal pkgs. during the trip: _____ @ \$ _____ = \$ _____

Other: _____

Subtotal #2 ----- = \$ _____

ADDITIONAL ITEMIZED EXPENSES – (DO NOT INCLUDE SUBSTITUTE COVERAGE)

_____ = \$ _____

_____ = \$ _____

Subtotal #3 ----- = \$ _____

TOTAL EXPENSES FOR TRIP (sub total 1,2 & 3) ----- = \$ _____

COST TO STUDENT ORGANIZATION FOR TRIP (1/2 student expenses) ----- = \$ _____

COST TO BOARD OF EDUCATION FOR TRIP (1/2 student expenses, all advisor expenses & additional itemized expenses) ----- = \$ _____

SUBSTITUTE COVERAGE (a substitute received \$100.00 per day) ----- = \$ _____

TOTAL COST TO BOARD OF EDUCATION INCLUDING SUB. COVERAGE ----- = \$ _____

ESTIMATED EXPENSES FOR CONVENTIONS & COMPETITIONS

NAME OF STUDENT ORGANIZATION: _____

TYPE OF TRIP: _____

LOCATION: _____

DATE (S): _____

NUMBER OF STUDENTS ATTENDING: _____

NAME (S) OF ADVISOR (S) ATTENDING: _____
