



Building a Budget

Domestic

Administrative/Orientation Expenses

Insurance & Processing Fees

Transportation Expenses (rentals and gas)

Lodging

Food

Project Cost (materials & supplies)

Team First Aid Kit

Tips

Cultural Sightseeing

Gifts (if appropriate)

Team Reunion Expenses

Miscellaneous/Emergency Fund (add 5-10%)

Grand Total



International

Administrative/Orientation Expenses	_____
Insurance & Processing Fees	_____
Travel to/from airport	_____
Airline tickets	_____
In-country transportation	_____
Lodging	_____
Food	_____
Project Cost (materials & supplies)	_____
Cultural Sightseeing	_____
Gifts (if appropriate)	_____
Tourist Card/Departure Tax/Visa	_____
Team Reunion Expenses	_____
Miscellaneous/Emergency Fund (add 5-10%)	_____
Grand Total	_____