

MHPSD - Travel Trip Accounting Template

Enclosure No. 3

School	CHHS		Initial Estimate	Final	
Group	DRAMA - Theatre Arts	# Students	20	0	
Dates	March 30 - April 6, 2027	# Staff	2	0	
		# Other adult chaperones	0	0	
			22	0	(22.00)

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

Trip Expenses

Travel Company Expenses	82,860.00	-	(82,860.00)	
Other Transportation	3,000.00	-	(3,000.00)	
Sub Teacher Costs	882.20	-	(882.20)	
Other Trip Expenses	6,500.00	-	(6,500.00)	
Total Trip Expenses	\$ 93,242	\$ -	\$ (93,242)	
# of paying travellers	22	26		
Full cost per traveller	\$ 4,238		\$ (4,238)	

Fundraising

Group Fundraising	25,000.00	-	(25,000.00)	
Costs less group fundraising	\$ 68,242		\$ (68,242)	
Cost per traveller less group fundraising	\$ 3,102		\$ (3,102.00)	
Total Individual Fundraising	-	-	-	
Final amounts paid by travellers	\$ 68,242	\$ -	\$ (68,242)	
Amount paid as a % of total costs	73%	#DIV/0!		

Required Signatures

Lead staff organizer #1 Date

Lead staff organizer #2 Date

School Principal Date

School Bookkeeper Review Date