

MHPSD - Travel Trip Accounting Template

Enclosure No. 4

School	Medicine Hat High School/Crescent Heights High School		Initial Estimate	Final	
Group	Yamate Japanese Exchange	# Students	20	0	
Dates	July 16-31, 2027.	# Staff	3	0	
		# Other adult chaperones	0	0	
			23	0	(23.00)

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

Travel Company Expenses	57,500.00	-	(57,500.00)	
Other Transportation	7,100.00	-	(7,100.00)	
Sub Teacher Costs	-	-	-	
Other Trip Expenses	14,435.00	-	(14,435.00)	
Total Trip Expenses	\$ 79,035	\$ -	\$ (79,035)	
# of paying travellers	20	-		
Full cost per traveller	\$ 3,952		\$ (3,952)	

Fundraising

Group Fundraising	-	-	-	
Costs less group fundraising	\$ 79,035		\$ (79,035)	
Cost per traveller less group fundraising	\$ 3,952		\$ (3,952.00)	
Total Individual Fundraising	-	-	-	
Final amounts paid by travellers	\$ 79,035	\$ -	\$ (79,035)	
Amount paid as a % of total costs	100%	#DIV/0!		

Required Signatures

Lead staff organizer #1 Date

Lead staff organizer #2 Date

School Principal Date

School Bookkeeper Review Date