## Sample Mission Trip Budget

**XXXXXX Church, Town, State**  
Mission & Service Trip 20xx  
Final Group Budget  
mm/dd/yy

**Trip Dates:** Sat, June 20 to Mon, June 29 (10 days)  
7 Team members

### Travel Expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost (per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Deposit</td>
<td>$100.00</td>
</tr>
<tr>
<td>Flight</td>
<td>$662.70</td>
</tr>
<tr>
<td>Insurance</td>
<td>$60.86</td>
</tr>
<tr>
<td>Final Lodging/Food/Transport</td>
<td>$600.00 Due by May 1</td>
</tr>
</tbody>
</table>

Total Travel Expenses: **$1423.56**

### Additional Group Expenses Through Fundraising:

- **Tourist Card:** $10 p/p  
- **Exit Fee:** $32 p/p  
- **Group expenses (water, restaurants, fees):** $400 for group  
- **Host Gifts from group:** $136 for group  
- **Donation/Project Funds:** $3000 for group (Final amount raised)  
- **Tips for 2 cooks, driver, guide:** $400 for group  
- **Lodging overnight before trip (2 rooms):** $349 for group

Total Additional Group Expenses: **$4500+**

### Personal Expenses:

- **Passport Fees:** ~$100 p/p (if need new one)  
- **Immunizations:** Depends on health insurance  
- **Spending money (snacks, souvenirs):** ~$200 p/p

Total Personal Expenses: ~$400 p/p

**Notes:**

- Group expenses were paid by the group leaders as needed from a cash advance in local currency.  
- Flights and travel insurance were purchased through a travel agent specializing in group travel.  
- Team opted to stay the night prior to the trip in a hotel near the airport due to an extremely early flight.  
- Fundraising campaigns and support from the church’s Mission Committee was used to cover group costs and amounted to just over $4500. Amount in excess of expenses was donated as project funds.  
- Some group members secured partial or full support for their per person costs (if needed) through direct written appeal letters to parishioners, family and community members.

**$10 entrance visa collected in cash by airport immigration upon arrival / $32 exit fee collected in cash at departure. Leader kept individual envelopes containing cash in local currency for these fees and handed them out to each team member at the appropriate times.**