



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:	
Initial Deposit:	\$100.00 p/p
Flight:	\$662.70 p/p
Insurance:	\$60.86 p/p
Final Lodging/Food/Transport (\$700 total pp)	\$600.00 p/p Due by May 1
	\$1423.56 p/p
Additional Group Expenses Through Fundraising:	
Tourist Card:	\$10 p/p (**Collected in adv - \$70 tot)
Exit Fee:	\$32 p/p (**Collected in adv - \$224 tot)
Group expenses (water, restaurants, fees)	\$400 for group
Host Gifts from group:	\$136 for group
Donation/Project Funds:	\$3000 for group (Final amt raised)
Tips for 2 cooks, driver, guide	\$400 for group
Lodging overnight before trip (2 rooms):	\$349 for group
	\$4500+ for group/fundraising
Personal Expenses:	
Passport Fees:	~\$100 p/p (if need new one)
Immunizations:	Depends on health insurance
Spending money (snacks, souvenirs)	~\$200 p/p

** \$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.

Budget 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.