

# Group Travel Budget Matrix

Expense Item	Details	Estimated Cost	Person 1	Person 2	Person 3	Person 4	Total
Flights							
Accommodation							
Transport (local)							
Food & Drinks							
Activities/Tours							
Tickets & Entry Fees							
Miscellaneous							
Grand Total							

**Notes:**

- Fill in estimated costs and actual contributions per person.
- Add or remove columns for additional group members as needed.
- Use the "Details" column for notes (e.g., hotel name, airline, etc.).