

Detailed Trip Cost Breakdown Sheet

Traveler Information

Name	Destination(s)
Trip Dates	Number of Travelers

Detailed Cost Breakdown

Category	Description	Quantity	Unit Cost	Total
Transportation (Flights)				
Transportation (Other)				
Accommodation				
Meals				
Activities/Tours				
Insurance				
Visa/Entry Fees				
Miscellaneous				
Subtotal				
Contingency (e.g. 10%)				
Total Estimated Cost				

Notes