

Troop Trip Budget Worksheet

Approx. total cost per participant: \$_____ x _____ # of participants for which troop funds may be used. (If troop is paying for any adults, the troop may pay for **no more** than the number of adults required to meet ratio and/or drive) = \$_____

Approx. total cost of trip for troop

Estimated budget for troop for: \$_____

Transportation \$_____

Accommodations \$_____

Activities \$_____

Food \$_____

Insurance \$_____

Emergencies \$_____

Other (specify) \$_____

Amount raised by troop \$_____

If "amount raised by troop" does not cover "approx. total cost of trip for troop," how is remaining cost being paid?

How will funds be safeguarded during the trip?

What are the plans for the troop funds if the trip is not carried out?

NOTE: If your plans change significantly after the final approval or you cancel your trip, please notify your Service Unit Manager and your Community Engagement Manager immediately with changes to see if the trip is still approved.

Leader's Signature _____ Date _____

SUM Signature _____ Date _____

Staff (CEM) Signature _____ Date _____