

TRIP INCOME AND EXPENSE SUMMARY
Due Within Two Weeks Of The Trip

~~ TEMPLATE ~~

For INTERNATIONAL TRAVEL STUDY TOUR FINANCIAL STATEMENT

Trip Name

Trip Leader

Dates of Trip

INCOME

Number of Participants _____ at \$ _____ per person \$ _____

Number of Participants In Kind _____
(at no charge – equivalent amount) _____

Any other revenue
(including commissions, rebates, transfers from other accounts, etc.) _____

TOTAL INCOME \$ _____

EXPENSES

Tour Company Name & Fee _____ \$ _____

Name of Airline _____
Cost per person \$ _____ X by number of tickets _____ = \$ _____

Ground Transportation

Taxi \$ _____
Bus _____
Train _____
Ferry _____
etc. _____

Ground Transportation Sub Total \$ _____

Guide Fee

Guide #1 = \$ _____
Guide #2 = _____
etc. _____

Guide Fee Sub Total \$ _____

Speaker Fee (Orientation classes)

Speaker #1 = \$ _____
Speaker #2 = _____
etc. _____

Speaker Fee Sub Total \$ _____

Promotion

Flyer layout and printing (# printed)	\$ _____	
Postage (# mailed _____)	_____	
etc.	_____	
Promotion Sub Total		\$ _____

Lodging

Hotel 1 _____	\$ _____	
Hotel 2 _____	_____	
etc. _____	_____	
Lodging Sub Total		\$ _____

Meals

#1 _____	\$ _____	
#2 _____	_____	
#3 _____	_____	
etc. _____	_____	
Meals Sub Total		\$ _____

Any Other Itemization

#1 _____	\$ _____	
#2 _____	_____	
etc. _____	_____	
Other Items Sub Total		\$ _____

Tour Leader Compensation, if paid from revenue	\$ _____
(Brief description, if necessary)	

TOTAL EXPENSES \$ _____

NET INCOME \$ _____

Comments:

Signature of Preparer	Date
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