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**Budget Worksheet (Per Person/ Per Team)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CATEGORY** | **PER PERSON** | **TOTAL TEAM** | **NOTES** |  |
| Airfare |  |  | Suggest using a travel agent |  |
| In-country flight |  |  |  |  |
| Vans/Taxi |  |  |  |  |
| Culture/Tour Day |  |  |  |  |
|  |  |  |  |  |
| Food & Water |  |  | Approx. $20 per person/per day |  |
| Lodging |  |  | Approx. $30 per person/per day |  |
| Special Team Meal |  |  | Suggested $25 per person |  |
| Organization Fee |  |  |  |  |
|  |  |  |  |  |
| Visa Cost |  |  |  |  |
| Country Exit Visas |  |  | Ask your travel agent about this |  |
| Trip Insurance |  |  | A necessity! Usually $30 per person for the entire trip. (Directions in the timeline.) |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Pre-trip training |  |  | Build in $10 per person for a cultural experience. |  |
| Resources |  |  |  |  |
| Ministry Supplies |  |  | A lot of this can be donated. |  |
| Interpreters |  |  | Ask your host typical expense |  |
| National Partner Gift Money |  |  | Ask your host what amount is appropriate to give to nationals |  |
| Project Expense |  |  |  |  |
|  |  |  |  |  |
| Emergency Funds |  |  | Suggested $100 per person OR access to a credit card.  |  |
| Misc. Tips/Fees |  |  | Suggested $10 per person |  |
| Other: |  |  |  |  |
| Other: |  |  |  |  |
|  |  |  |  |  |
| **TOTALS:** |  |  |  |  |

**TOTAL TEAM GOAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL COST PER PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**