



Informational Worksheet

This form must be submitted for all multi-day trips

Proposed Event: _____

Depart: (Day) _____ (Date) _____ Return: (Day) _____ (Date) _____

MAJOR EXPENSE DETAILS

LODGING

Lodging at: _____ Hotel/Motel _____ Condo

Rooming Arrangements: _____

Cost: \$ _____ per person/per day, plus _____ free pillows with _____ paid

Lodging Cost Quotation: (Example: # of room (times) price per day (times) # of days = \$ subtotal)

_____	= \$ _____
Plus Sales Tax @ _____ %	= \$ _____
Total Lodging Cost:	= \$ _____

TRANSPORTATION

To Destination:

Carrier: _____	Route: _____	
	# of persons _____ at \$ _____ each	= \$ _____
	# of persons _____ at "No Charge"	
Taxes or Fees (explain): _____		= \$ _____

At Destination:

Rental Car / Van: # _____ of units (times) # _____ Days @ \$ _____ per day	= \$ _____
Agency: _____	Tax @ _____ % = \$ _____
Buses: # _____ of buses # _____ of passengers per bus	Round Trip Total = \$ _____
Bus Company: _____	Tax @ _____ % = \$ _____

Other Transportation Costs (explain):

_____	= \$ _____
Total Transportation Cost:	= \$ _____

OTHER MAJOR COSTS

Additional Costs or Unusual Details (describe): _____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____

TOTAL OF ALL ABOVE COSTS = **\$ _____**