

# TRIP INCOME AND EXPENSE SUMMARY - DUE ONE WEEK AFTER TRIP

Submit to the International/Intercultural Office, A003

## INTERNATIONAL TRAVEL STUDY TOUR FINANCIAL STATEMENT TEMPLATE

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Destination	Trip Leaders	Dates of Trip
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### 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.	_____
<b>Ground Transportation Sub Total</b> \$ _____	

#### Guide Fee

Guide #1 =	\$ _____
Guide #2 =	_____
etc.	_____
<b>Guide Fee Sub Total</b> \$ _____	

#### Speaker Fee (Orientation classes)

Speaker #1 =	\$ _____
Speaker #2 =	_____
etc.	_____
<b>Speaker Fee Sub Total</b> \$ _____	

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: