

**TRAVEL EXPENSE REPORT**

**JAMAICA MEDICAL MISSION 2015**

**DOUBLE OCCUPANCY RATES**

Westmoreland/St. Elizabeth

December 12- 19, 2015

Today's Date: \_\_\_\_\_

Participants Name: \_\_\_\_\_

Participants Phone #: \_\_\_\_\_

Check # and Amount: \_\_\_\_\_

Total # of Individuals Traveling (family, etc.) \_\_\_\_\_

List names of individuals below

Departure (FLL)Date: 12/12/15

Return Date: 12 / 19 / 15

Item Code	Calendar Date	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Totals
		12/12/2015	12/13/2015	12/14/2015	12/15/2015	12/16/2015	12/17/2015	12/18/2015	12/19/2015	
<b>SECTION 1</b>										
<b>GENERAL</b>										
AIR FARE		396.00								\$ 396.00
INSURANCE		32.00								\$ 32.00
Proof of Insurance [ ] Yes [ ] No										
T-Shirt		8								\$ 8.00
<b>General Total</b>										\$ 436.00
<b>SECTION 2</b>										
<b>Westmoreland</b>										
Lodging										
Meals										
Tips - Transportation										
Other										
<b>Westmoreland Package</b>		849.00								849.00
<b>Total Per Day</b>										
<b>SECTION 3</b>										
Lodging - St. Mary										
Meals - St. Mary										
Breakfast										
Lunch										
Dinner										
Tips - Transportation										
Other										
<b>Total</b>										
<b>TOTAL COST OF TRIP</b>										\$ 1,285.00

**Explanations:**

Purchasing TravelMed (MEDEX) Insurance with Trip Cancellation and Interruption Fee

**SUMMARY**

WESTMORELAND including flight and insurance	\$ 1,285.00
WESTMORLAND MINUS insurance	\$ 1,253.00

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_

**MAKE CHECKS PAYABLE TO  
Women of H.O.P.E.**

**TOTAL \$1,285.00**

**ROOM MATE REQUEST**

Revised September 1, 2015
