

TRAVEL EXPENSE REPORT

JAMAICA MEDICAL MISSION 2017

**DOUBLE OCCUPANCY RATES
ENTIRE TRIP KINGSTON/ST. MARY
June 3 - 12, 2017**

Today's Date:

Participants Name:

Participants Phone #:

Check # and Amount:

List names of individuals:

of Individuals Traveling with you:

Departure Date (FLL):

Return Date:

If traveling for the Kingston half ONLY the travel dates will be June 3 - 7, 2017

If traveling for the St. Mary half ONLY the travel dates will be June 7 - 12, 2017

SECTION 1

SECTION 2

SECTION 3

GENREAL	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Totals
Calendar Date	6/3/2017	6/4/2017	6/5/2017	6/6/2017	6/7/2017	6/8/2017	6/9/2017	6/10/2017	6/11/2017	6/12/2017	
FLIGHT	418.00										418.00
TRAVEL MED INSURANCE	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	40.00
Proof of NSU Student Insurance [] Yes [] No											
T-SHIRT	10.00										10.00
General Total	\$432.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$ 468.00
KINGSTON											
Lodging - Kingston	94.00	94.00	94.00	94.00							376.00
Meals - Kingston			7.00	7.00							14.00
Tips, Fees and Transportation	220.00										220.00
Medication	30.00										30.00
Kingston Total	344.00		101.00	101.00							\$ 640.00
Total Per Day											
ST. MARY											
Lodging - St. Mary					47.00	47.00	47.00	47.00	47.00		235.00
Meals - St. Mary						27.00	27.00	18.00			72.00
Tips - Transportation											
Other											
St. Mary Total					\$47.00	\$74.00	\$74.00	\$65.00	\$47.00		\$ 307.00
TOTAL COST OF TRIP											\$ 1,415.00

Explanations:

SUMMARY WITH INSURANCE	
ENTIRE TRIP INCLUDING insurance	\$ 1,415.00
SUMMARY WITHOUT INSURANCE	
ENTIRE TRIP EXCLUDING insurance	\$ 1,375.00

Traveler's Signature _____ Date _____

Approval _____ Date _____

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

TOTAL \$1,415.00

Revised February 13, 2017
4:30 PM

ROOM MATE
