

TRAVEL EXPENSE REPORT

JAMAICA MEDICAL MISSION 2017

Today's Date: _____

DOUBLE OCCUPANCY RATES

ST. MARY ONLY

June 7-12, 2017

Participants Name: _____

Participants Phone #: _____

Check # and Amount: _____

of Individuals Traveling with you: _____

List names of individuals: _____

Departure Date (FLL): June 7

Return Date: June 12

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

SECTION 1	GENREAL	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Totals
	Calendar Date					6/7/2017	6/8/2017	6/9/2017	6/10/2017	6/11/2017	6/12/2017	
						Travel Day					Travel Day	
	FLIGHT					418.00						418.00
	TRAVEL MED INSURANCE					28.00						28.00
	Proof of NSU Student Insurance											0.00
	[] Yes [] No											0.00
	T-SHIRT					10.00						10.00
	General Total					\$456.00	\$0.00	\$0.00	\$0.00	\$0.00		\$ 456.00
SECTION 2	KINGSTON											
	Lodging - Kingston											0.00
	Meals - Kingston											0.00
	Tips - Transportation											0.00
	Other											0.00
	Kingston Total											
	Total Per Day											\$0.00
SECTION 3	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, Fees & Transportation					181.00						181.00
	Medication					30.00						30.00
	St. Mary Total					\$0.00	\$258.00	\$74.00	\$74.00	\$65.00	\$47.00	\$ 518.00
	TOTAL COST OF TRIP											\$ 974.00

Explanations:

SUMMARY WITH INSURANCE		
ST.MARY ONLY INCLUDING insurance		\$ 974.00
SUMMARY WITHOUT INSURANCE		
ST.MARY ONLY EXCLUDING insurance		\$ 946.00
MAKE CHECKS PAYABLE TO Women of H.O.P.E.		
TOTAL		\$974.00

Traveler's Signature _____ Date _____

Approval _____ Date _____

Revised February 13, 2017
4:30 PM

ROOM MATE	