

TRAVEL EXPENSE REPORT

JAMAICA MEDICAL MISSION 2018

DOUBLE OCCUPANCY RATES

Montego Bay (St. James)

December 9-17, 2018

Today's Date: _____

Participants Name: _____

Participants Phone #: _____

Check # and Amount: _____

Total # of Individuals Traveling (family, etc.) _____

List names of individuals below

Departure (FLL)Date: 12/9/18

Return Date: 12 / 17 / 18

Item Code	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Totals
	Calendar Date 12/9/2018	12/10/2018	12/11/2018	12/12/2018	12/13/2018	12/14/2018	12/15/2018	12/16/2018	12/17/2018	
SECTION 1										
GENERAL										
AIR FARE	314.00									\$ 314.00
INSURANCE										
Proof of Insurance										
[] Yes [] No										
T-Shirt	10									\$ 10.00
General Total										\$ 324.00
SECTION 2										
Montego Bay										
Lodging										
Meals										
Tips - Transportation										
SUM=M25,M43										
Montego Bay Package	996.00									\$ 1,026.00
Total Per Day										
SECTION 3										
Lodging - St. Mary										
Meals - St. Mary										
Breakfast										
Lunch										
Dinner										
Tips - Transportation										
Other										
Total										
TOTAL COST OF TRIP										\$ 1,350.00

Explanations:

Traveler's Signature _____ Date _____

Approval _____ Date _____

SUMMARY	
Montego Bay (ST. JAMES) including flight	\$ 1,350.00
<p>MAKE CHECKS PAYABLE TO Women of H.O.P.E.</p>	
TOTAL \$1,350.00	

ROOM MATE REQUEST
