

**TRAVEL EXPENSE REPORT**

**JAMAICA MEDICAL MISSION 2018**

**DOUBLE OCCUPANCY RATES  
ENTIRE TRIP KINGSTON/ST. MARY**

**June 2- 11, 2018**

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

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

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

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

# of Individuals Traveling with you: \_\_\_\_\_

List names of individuals: \_\_\_\_\_

Departure Date (FLL): \_\_\_\_\_

Return Date: \_\_\_\_\_

If traveling for the Kingston half ONLY the travel dates will be June 2 - 6, 2018

If traveling for the St. Mary half ONLY the travel dates will be June 6 -11, 2018

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	6/2/2018	6/3/2018	6/4/2018	6/5/2018	6/6/2018	6/7/2018	6/8/2018	6/9/2018	6/10/2018	6/11/2018	
	Travel Day				Travel Day					Travel Day	
<b>FLIGHT</b>	418.00		0.00	0.00		0.00	0.00				418.00
<b>TRAVEL INSURANCE</b>											
Proof of Travel Insurance											0.00
[ ] Yes [ ] No											0.00
<b>T-SHIRT</b>	10.00										10.00
<b>General Total</b>	<b>\$428.00</b>	<b>\$4.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ 428.00</b>
<b>KINGSTON</b>											
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
<b>Kingston Total</b>	<b>344.00</b>		<b>101.00</b>	<b>101.00</b>							<b>\$ 640.00</b>
<b>Total Per Day</b>					<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</b>	<b>\$0.00</b>
<b>ST. MARY</b>											
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											0.00
Other											0.00
<b>St. Mary Total</b>					<b>\$47.00</b>	<b>\$74.00</b>	<b>\$74.00</b>	<b>\$65.00</b>	<b>\$47.00</b>	<b>\$0.00</b>	<b>\$ 307.00</b>
<b>TOTAL COST OF TRIP</b>											<b>\$ 1,375.00</b>

Explanations:

		\$ 1,375.00
<b>SUMMARY WITHOUT INSURANCE</b>		
ENTIRE TRIP EXCLUDING insurance		\$ 1,375.00

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

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

MAKE CHECKS PAYABLE TO  
Women of H.O.P.E.  
**TOTAL \$1,375.00**

Revised January 22, 2018  
3:00 PM

<b>ROOM MATE</b>	