

TRAVEL EXPENSE REPORT

JAMAICA MEDICAL MISSION 2018

Today's Date: _____

DOUBLE OCCUPANCY RATES

KINGSTON ONLY

June 2-6, 2018

Participants Name: _____

Participants Phone #: _____

Check # and Amount: _____

of Individuals Traveling with you: _____

List names of individuals: _____

0

Departure Date (FLL): _____

Return Date: _____

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

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						
SECTION 1	Travel Day				Travel Day						
FLIGHT	418.00	0.00	0.00			0.00					418.00
TRAVEL INSURANCE											0.00
Proof of Travel Insurance											0.00
[] Yes [] No											0.00
T-SHIRT	10.00										10.00
General Total	\$428.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 428.00
SECTION 2											
KINGSTON											
Lodging - Kingston	94.00	94.00	94.00	94.00							376.00
Meals - Kingston			7.00	7.00							14.00
Tips, Fees & Transportation	148.00										148.00
Medication	30.00					0.00			0.00		30.00
Kingston Total	272.00	94.00	101.00	101.00							\$ 568.00
Total Per Day				\$202.00	\$0.00	\$0.00			\$0.00		\$202.00
SECTION 3											
ST. MARY											
Lodging - St. Mary											0.00
Meals - St. Mary											0.00
Tips - Transportation											0.00
Other											0.00
St. Mary Total				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
TOTAL COST OF TRIP											\$ 996.00

Explanations:

SUMMARY WITHOUT INSURANCE		
KINGSTON ONLY EXCLUDING insurance		\$ 996.00

Traveler's Signature _____

Date _____

Approval _____

Date _____

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

TOTAL \$996.00

Revised January 22, 2018

3:00 p.m.

ROOM MATE
