TRAVEL EXPENSE REPORT

Today's Date:

JAMAICA MEDICAL MISSION 2018

SINGLE 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 2-6, 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						
		Travel Day				Travel Day						
SECTION 1	**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**	**$0.00**		**$ 428.00**
SECTION 2	**KINGSTON**											
	Lodging - Kingston	162.00	162.00	162.00	162.00							648.00
	Meals - Kingston			7.00	7.00							14.00
	Tips - Transportation	148.00										148.00
	Medication	30.00					0.00			0.00		30.00
	Kingston Total	**340.00**	**162.00**	**169.00**								**$ 840.00**
	Total Per Day				**$0.00**	**$0.00**	**$0.00**			**$0.00**		**$0.00**
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**	**$0.00**		
	TOTAL COST OF TRIP											**$ 1,268.00**

Explanations:

SUMMARY WITHOUT INSURANCE		
KINGSTON ONLY EXCLUDING insurance		**$ 1,268.00**

Traveler's Signature **Date**

Approval **Date**

MAKE CHECKS PAYABLE TO

Women of H.O.P.E.

TOTAL **$1,268.00**

Revised January 22, 2018
3:10 PM

ROOM MATE