

TRAVEL EXPENSE REPORT

JAMAICA MEDICAL MISSION 2018

Today's Date:

SINGLE OCCUPANCY RATES

ST. MARY ONLY

June 6-11, 2018

Participants Name:

Participants Phone #:

Check # and Amount:

List names of individuals:

of Individuals Traveling with you:

Departure Date (FLL):

Return Date:

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					6/7/2018	6/7/2018	6/8/2018	6/9/2018	6/10/2018	6/11/2018	
					Travel Day					Travel Day	
FLIGHT					418.00						418.00
TRAVEL INSURANCE											
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	\$ 428.00
KINGSTON											
Lodging - Kingston											0.00
Meals - Kingston											0.00
Tips - Transportation											0.00
Other											0.00
Kingston Total											
Total Per Day											\$0.00
ST. MARY											
Lodging - St. Mary					90.00	90.00	90.00	90.00	90.00		450.00
Meals - St. Mary						27.00	27.00	18.00			72.00
Tips - Transportation					181.00						181.00
Medication					30.00						30.00
St. Mary Total					\$0.00	\$301.00	\$117.00	\$117.00	\$108.00	\$90.00	\$ 733.00
TOTAL COST OF TRIP											\$ 1,161.00

Explanations:

		\$ 1,161.00
SUMMARY WITHOUT INSURANCE		
ST.MARY ONLY EXCLUDING insurance		\$ 1,161.00
MAKE CHECKS PAYABLE TO Women of H.O.P.E.		
TOTAL		\$1,161.00

Traveler's Signature _____ Date _____

Approval _____ Date _____

Revised January 22, 2018
3:10 PM

ROOM MATE	