

TRAVEL EXPENSE REPORT

Today's Date:

JAMAICA MEDICAL MISSION 2019

SINGLE OCCUPANCY RATES

ST. MARY ONLY

June 5-10, 2019

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 St. Mary half ONLY the travel dates will be June 5-10, 2019

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					6/5/2019	6/6/2019	6/7/2019	6/8/2019	6/9/2019	6/10/2019	
FLIGHT					Travel Day					Travel Day	
TRAVEL INSURANCE					418.00						418.00
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		\$ 428.00
KINGSTON											
Lodging - Kingston											0.00
Meals - Kingston											0.00
Tips - Transportation											0.00
Other											0.00
Kingston Total											\$0.00
Total Per Day											
ST. MARY											
Lodging - St. Mary					100.00	100.00	100.00	100.00	100.00		500.00
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	\$311.00	\$127.00	\$127.00	\$118.00	\$100.00		\$ 783.00
TOTAL COST OF TRIP											\$ 1,211.00

Explanations:

Traveler's Signature

Date

Approval

Date

		\$ 1,211.00
SUMMARY WITHOUT INSURANCE		
ST.MARY ONLY EXCLUDING insurance		\$ 1,211.00
MAKE CHECKS PAYABLE TO Women of H.O.P.E.		
TOTAL		\$1,211.00

Revised February 19, 2019
3:00 PM

ROOM MATE
