

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:

List names of individuals:

of Individuals Traveling with you:

Departure Date (FLL):

Return Date:

If traveling for the Kingston half ONLY the travel dates will be June 3-2-6,2018
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	
FLIGHT	418.00										418.00
TRAVEL INSURANCE											
Proof of Travel Insurance [] Yes [] No											
T-SHIRT	10.00										10.00
General Total	\$428.00	\$4.00									\$ 428.00
KINGSTON											
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
Kingston Total	344.00		101.00	101.00							\$ 640.00
Total Per Day											
ST. MARY											
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											
Other											
St. Mary Total					\$47.00	\$74.00	\$74.00	\$65.00	\$47.00		\$ 307.00
TOTAL COST OF TRIP											\$ 1,375.00

Explanations:

SUMMARY WITHOUT INSURANCE												
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

ROOM MATE	