

**TRAVEL EXPENSE REPORT**

**JAMAICA MEDICAL MISSION 2017**

Today's Date:  

**SINGLE OCCUPANCY RATES  
ENTIRE TRIP KINGSTON/ST. MARY  
June 3-12, 2017**

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 - 7, 2017  
If traveling for the St. Mary half ONLY the travel dates will be June 7- 12, 2017

SECTION 1

GENREAL	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Totals
Calendar Date	6/3/2017	6/4/2017	6/5/2017	6/6/2017	6/7/2017	6/8/2017	6/9/2017	6/10/2017	6/11/2017	6/12/2017	
	Travel Day									Travel Day	
FLIGHT	418.00										418.00
TRAVEL MED INSURANCE	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	40.00
Proof of NSU Student Insurance [ ] Yes [ ] No											
T-SHIRT	10.00										10.00
<b>General Total</b>	<b>\$432.00</b>	<b>\$4.00</b>	<b>\$4.00</b>	<b>\$4.00</b>	<b>\$4.00</b>	<b>\$4.00</b>	<b>\$4.00</b>	<b>\$4.00</b>	<b>\$4.00</b>	<b>\$4.00</b>	<b>\$ 468.00</b>

SECTION 2

<b>KINGSTON</b>											
Lodging - Kingston	162.00	162.00	162.00	162.00							648.00
Meals - Kingston			7.00	7.00							14.00
Tips - Transportation	220.00										220.00
Medication	30.00										30.00
<b>Kingston Total</b>	<b>412.00</b>	<b>162.00</b>	<b>169.00</b>								<b>\$ 912.00</b>

SECTION 3

<b>ST. MARY</b>											
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											
Other											
<b>St. Mary Total</b>					<b>\$90.00</b>	<b>\$117.00</b>	<b>\$117.00</b>	<b>\$108.00</b>	<b>\$90.00</b>		<b>\$ 522.00</b>
<b>TOTAL COST OF TRIP</b>											<b>\$ 1,902.00</b>

**Explanations:**

SUMMARY WITH INSURANCE	
ENTIRE TRIP INCLUDING TravMed insurance	\$ 1,902.00
SUMMARY WITHOUT INSURANCE	
ENTIRE TRIP EXCLUDING insurance	\$ 1,862.00

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_

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

**TOTAL \$1,902.00**

Revised February 13, 2017  
4:30 PM

**ROOM MATE**
