# TRIP INCOME AND EXPENSE SUMMARY - DUE ONE WEEK AFTER TRIP
Submit to the International/Intercultural Office, A003

## INTERNATIONAL TRAVEL STUDY TOUR
FINANCIAL STATEMENT TEMPLATE

<table>
<thead>
<tr>
<th>Destination</th>
<th>Trip Leaders</th>
<th>Dates of Trip</th>
</tr>
</thead>
</table>

## INCOME

Number of Participants ______ at $_______ per person $ __________
Number of Participants In Kind ______ __________
(at no charge – equivalent amount)
Any other revenue
(including commissions, rebates, transfers from other accounts, etc.) __________

**TOTAL INCOME** $ __________

## EXPENSES

Tour Company Name & Fee__________________________ $ __________

Name of Airline __________________________________
Cost per person $_______ X by number of tickets _______=$__________

**Ground Transportation**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Taxi</td>
<td>$____</td>
</tr>
<tr>
<td>Bus</td>
<td>______</td>
</tr>
<tr>
<td>Train</td>
<td>______</td>
</tr>
<tr>
<td>Ferry</td>
<td>______</td>
</tr>
<tr>
<td>etc.</td>
<td>______</td>
</tr>
</tbody>
</table>

Ground Transportation Sub Total $__________

**Guide Fee**

| Guide #1        | $____ |
| Guide #2        | ______|
| etc.            | ______|

Guide Fee Sub Total $__________

**Speaker Fee (Orientation classes)**

| Speaker #1      | $____ |
| Speaker #2      | ______|
| etc.            | ______|

Speaker Fee Sub Total $__________
Promotion
Flyer layout and printing (# printed) $_______
Postage (# mailed _____) _______
etc.

Promotion Sub Total $_______

Lodging
Hotel 1 _________________________ $_______
Hotel 2 _________________________ _______
etc. ____________________________ _______

Lodging Sub Total $_______

Meals
#1 _____________________________ $_______
#2 ______________________________  _______
#3 _____________________________ _______
etc. ____________________________ _______

Meals Sub Total $_______

Any Other Itemization
#1 _____________________________ $_______
#2 ______________________________  _______
etc. ____________________________ _______

Other Items Sub Total $_______

Tour Leader Compensation, if paid from revenue $_______
(Brief description, if necessary)

TOTAL EXPENSES $_______

NET INCOME $_______

Comments: