

Item	Budgeted Amount
Hotel	
Reservation Info:	
Address:	
Airfare	
Reservation Info:	
Reservation Info:	
Baggage Fees	
Rental Car	
Taxi	
Train	
Bus	
Parking Fees	
Gas	
Food/Drink	
Entertainment/Tickets	
Souvenirs/Gifts	
Other	
Other	
Total Estimated Cos	t

**Total Actual Cost**