<table>
<thead>
<tr>
<th>Team Leader</th>
<th>Mission Dates</th>
<th>Destination</th>
<th>No. of Persons</th>
</tr>
</thead>
</table>

### Expenditures:  
**Comments:**

#### TRANSPORTATION
- **Airfare**
- **In-Country**
- **Total Travel**
  Include baggage fees, airport fees and porter fees each way.

#### MEALS
(Note: No meals are budgeted in-route. In-route meals are at volunteers' expense, unless otherwise stated.)
- **Breakfast**
- **Lunch**
  Include tips as appropriate
- **Evening**
- **Tour Meals**
  Consider that some lodging facilities include meals.
- **Total Meals**

#### LODGING
- **In-Route**
- **Work Site**
- **Tour Days**
- **Total Lodging**

#### CULTURAL/TOUR DAY(S)

#### TIPS
Guest house, drivers, translators, tour guides, etc.

#### DEPARTURE TAXES

#### VISA

#### HOST COORDINATION FEE

#### GBGM ACCIDENT INSURANCE

#### TRANSLATOR(S)

#### MISCELLANEOUS
Additional fees, bottled water, snacks, etc.

#### TEAM PROJECT COST

#### TOTAL FEES

#### TEAM LEADER COST

#### SUBTOTAL

#### TOTAL PER PERSON COST