**Building a Budget**

**Domestic**

|  |  |
| --- | --- |
| Administrative/Orientation Expenses |  |
| Insurance & Processing Fees |  |
| Transportation Expenses (rentals and gas) |  |
| Lodging |  |
| Food |  |
| Project Cost (materials & supplies) |  |
| Team First Aid Kit |  |
| Tips |  |
| Cultural Sightseeing |  |
| Gifts (if appropriate) |  |
| Team Reunion Expenses |  |
| Miscellaneous/Emergency Fund (add 5-10%) |  |
|  |  |
| Grand Total |  |

1. **International**

|  |  |
| --- | --- |
| Administrative/Orientation Expenses |  |
| Insurance & Processing Fees |  |
| Travel to/from airport |  |
| Airline tickets |  |
| In-country transportation |  |
| Lodging |  |
| Food |  |
| Project Cost (materials & supplies) |  |
| Cultural Sightseeing |  |
| Gifts (if appropriate) |  |
| Tourist Card/Departure Tax/Visa |  |
| Team Reunion Expenses |  |
| Miscellaneous/Emergency Fund (add 5-10%) |  |
|  |  |
| Grand Total |  |