**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 |   |