

# Business Trip Budget

|                               |                       |    |     |  |           |           |              |
|-------------------------------|-----------------------|----|-----|--|-----------|-----------|--------------|
| <b>Target trip budget</b>     | \$ _____              |    |     |  |           |           | <b>Total</b> |
| <b>Airfare</b>                | Total cost of tickets | \$ | for |  | ticket(s) | \$        |              |
|                               | "                     | \$ | for |  | ticket(s) | \$        |              |
|                               | "                     | \$ | for |  | ticket(s) | \$        |              |
| <b>Hotel</b>                  | Cost per night        | \$ | for |  | night(s)  | \$        |              |
|                               | "                     | \$ | for |  | night(s)  | \$        |              |
|                               | "                     | \$ | for |  | night(s)  | \$        |              |
| <b>Food</b>                   | Cost per day          | \$ | for |  | day(s)    | \$        |              |
| <b>Car rental</b>             | Cost per day          | \$ | for |  | day(s)    | \$        |              |
| <b>Gas</b>                    | Cost per gallon       | \$ | for |  | gallons   | \$        |              |
| <b>Entertainment</b>          | Amount                | \$ |     |  |           | \$        |              |
| <b>Gifts</b>                  | Amount                | \$ |     |  |           | \$        |              |
| <b>Miscellaneous</b>          | Amount                | \$ |     |  |           | \$        |              |
| <b>Total cost of the trip</b> |                       |    |     |  |           | <b>\$</b> |              |
| <b>You're under budget by</b> |                       |    |     |  |           | <b>\$</b> |              |