Travel Budget Template

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense Item** | **Budget** | **Actual** | **Variance** |
| **TRANSPORTATION** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total for Transportation** | | |  |
| **ACCOMMODATION** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total for Accommodation** | | |  |
| **MEALS** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total for Meals** | | |  |
| **ACTIVITIES AND ENTERTAINMENT** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total for Activities and Entertainment** | | |  |
| **MISCELLANEOUS** | | | |
|  |  |  |  |
|  |  |  |  |
| **Total for Miscellaneous** | | | **$0.00** |

**Grand Total: $0.00**