



Travel Budget Worksheet

Estimate the practical cost of a trip using your own quotes. This worksheet does not estimate treatment charges or determine insurance reimbursement.

Expected expenses

Write each formula out in full. Leave a line blank until you have an actual quote.

Line	Calculation	Your working	Amount
1. Room subtotal	Number of nights × quoted nightly rate.	____ nights × \$____	\$
2. Lodging taxes and mandatory fees	Enter the quoted total for the entire stay.	Quoted total	\$
3. Parking	Number of charged days × daily price.	____ days × \$____	\$
4. Long-distance transportation	Total fares or fuel estimate; do not combine reimbursed and paid costs without a note.		\$
5. Local transportation	Expected trip total.		\$
6. Food and everyday costs	Number of days × daily estimate.	____ days × \$____	\$
7. Other expected costs	Description and total; include laundry or other known expenses.	What:	\$
8. Subtotal	Sum all expense lines above.	Sum of lines 1 to 7	\$
9. Contingency	Subtotal × selected contingency percentage.	Line 8 × ____ %	\$
10. Estimated trip expense	Subtotal + contingency.	Line 8 + line 9	\$

The free online travel budget calculator does the same arithmetic in your browser:

americancancercenters.com/resources/travel-budget-calculator/

Cash timing and unknowns

Refundable deposits

Amount due before departure

Amount due during stay

Expected refund/reimbursement

Not subtracted from the expense estimate.

Expected receipt date

Source of confirmation

Expenses that are still unknown

Expense	Who can confirm it	Notes

What changes if I stay three more nights?

Notes

A refundable deposit affects cash needed but is not necessarily a final expense. Assistance, reimbursement and refunds are uncertain until confirmed by the organization responsible. Recheck actual quotes and terms before booking.

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