**DIRECTIONS FOR COMPLETING THE BUDGET FORM**

Remember to complete all RED cells, once they are complete they will turn YELLOW. If a cell does not apply to your SERVE trip, fill in a "0" in the cost column.

1. For ***TRIP LOCATION*** list destination (city and country). For example “Belize City, Belize” or “Covecrest Georgia”.
2. For the question ***IS THIS AN INTERNATIONAL TRIP*** select either yes or no (drop down option).
3. For ***NUMBER OF PARTICIPANTS*** decide how many total participants you think this trip could accommodate (including yourself/co-trip leaders and advisors). List this number in the red box.
	1. Remember, you must have a ratio of 7:1 for students to advisors and a minimum of two advisors on international trips always.
	2. Examples
		1. You (solo trip leader) + 6 participants + 3 advisors =10
		2. You and a co-leader +2 participants + 2 advisors =6
4. For ***DATE OF TRIP DEPARTURE*** & ***DATE OF TRIP RETURN*** list day/month/year, such as 12/21/2015
5. For ***AIRFARE***, use the 'Description' box to type airline/flight numbers, then type the cost. In the next box, 'Expense', list your estimated cost of your preferred airline (Reminder: for airfare, you must complete the airline budget comparison sheet and attached it; this number should match one of the fares on that sheet). Use the drop down menu to select ‘yes’ or ‘no’ and the total cost will automatically populate for you!
6. For **BAGGAGE** list any shipping or baggage check costs for this trip/donations. A reminder that only approved carry-on baggage should be included in the airfare fees (don’t select airline based on special baggage carry permissions, as airlines may change during the airfare booking process). Click on the blank boxes on this line for a description of what you might want to list in each box. Follow the directions to complete. Again, based on your entered expense and selection of drop-down yes or no in regards to cost per participant, the total cost will pre-populate on its own.
7. For ***EXIT/ENTRANCE FEES OR TAXES*** note any specific government charges not included in airfare for travel. All participants must pay for their own passports/visas, those costs are not covered by the S.E.R.V.E. program.
8. For ***GROUND TRANSPORTATION:*** calculate round trip for each vehicle used at $0.44/mile (no separate gas fee, that is included in mileage)
	1. ***TO/FROM AIRPORT TO SCHOOL*** if flying out of TPA list 160 miles (40 miles each way for both pick up and drop off); expense amount is $0.44/mile =$70.40 per van used
	2. ***TO/FROM AIRPORT TO LODGING*** see ground transportation directions above
	3. ***TO/FROM LODGING TO SITE LOCATION*** remember to calculate for each day/different site in addition to round trip
	4. ***TIPS*** if you have pre-arranged with porters for baggage assistance, expect to tip $5.00 to those individuals (you will need to provide a receipt for every tip). For school van drivers, include a $25.00 travel assistance tip per driver for drop-off (because they are still driving round trip and spending 2-3 hours driving/waiting for you) and $25.00 per driver for pick-up. SERVE will provide a receipt for school van driver tips.
	5. ***GAS/TOLLS/PARKING*** if you are driving school vans, you will need to vet your route and estimate the total amount of these fees.
9. For ***LODGING*** you will need to note the expense of either a hotel –or- non-hotel site accommodations (for example, is there group lodging at the church or service site? Typically these charge a minimal fee that is a fraction of what a hotel cost would be). You should only have one type of lodging cost. In the description box list the number of rooms and number of nights of stay as well as the hotel name. Take flight times into consideration when booking flights -did you know some sites may provide limited check-in hours?
	1. ***Lodging must met the following standards:*** doors that secure (lock), only same gender roommates and only rooming with other individuals from Saint Leo. The group must remain together at all times (not split into different sites/hotels), and each individual should have a bed (one individual per twin bed) up to two students or one advisor per double/full/queen/king bed. Advisors and students may not share rooms. For this reason, home-stay in different homes are not permitted nor are hostels where participants would be rooming with other guests/travelers.
10. For ***MEALS***, please follow use the following as the maximum expenses per meal for individuals. For the expense line multiple the meal cost (can be estimated at less than what it listed below, just not more) per the number of times that meal will reoccur. Like lines above you will select ‘yes’ for the number of participants so the total cost will populate accordingly
	1. Breakfast $5.50 maximum per individual breakfast
	2. Lunch $7.50 maximum per individual lunch
	3. Dinner $12.00 maximum per individual dinner
11. For ***SITE FEES*** you will list any non-lodging fees for your service site. For example, if a service site requires a donation or registration or participation fee. Do not include sight-seeing expenses, as those will be recorded on the next line, this line is only for service site fees.
12. For ***SIGHT SEEING/OTHER ACTIVITIES*** you will list any fees/costs for planned excursions. A trip of 4-7 days typically will plan one “fun” day or half day. A longer trip may plan up to two days (or 3 half days) of excursions. Obviously, the majority of any trip should be spent performing service and enjoying reflection/debriefing time as a group. Any costs for “fun” excursions should be included on this line
	1. Example excursions: zip-lining in Costa Rica, local market shopping in Ecuador, cave tubing in Belize, taking a ferry ride and going to the movies in San Antonio TX, visiting a museum in Memphis TN).
13. ***S.E.R.V.E. EXPENSES*** are pre-set at $30.00 per individual and must be included
14. For ***MISCELLANEOUS EXPENSES***; list any anticipated costs not listed above. Please use the first box provided to describe the expense before completing the expense line. For example: van snacks.
15. ***TOTAL TRIP BUDGET****,* ***TOTAL PARTICIPANT*** *and* ***25% PAYMENT ESTIMATE*** should pre-populate based on the information provided above, but it’s always smart to check the math. Remember that Saint Leo University covers 25% of any trip cost for those who participate in trips (for students who cancel/do not attend the trip, they are responsible for the total participant amount).