



## Missions and Community Outreach Mission Trip Budget Worksheet-Operation

Trip Name: \_\_\_\_\_

Trip Dates: \_\_\_\_\_

### Leaders Cost

Amount from participant worksheet  
\_\_\_\_\_ x number of leaders \$ \_\_\_\_\_

### Staff participation

Amount from other worksheet  
\_\_\_\_\_ x number staff \$ \_\_\_\_\_

Pre-trip Expenses \$ \_\_\_\_\_

Bibles \$ \_\_\_\_\_

Copies \$ \_\_\_\_\_

Crafts \$ \_\_\_\_\_

Literature \$ \_\_\_\_\_

VSB—snacks, water, etc \$ \_\_\_\_\_

Training \$ \_\_\_\_\_

Construction \$ \_\_\_\_\_

T-shirts for on site use \$ \_\_\_\_\_

Translators \$ \_\_\_\_\_

Expenses for Nationals \$ \_\_\_\_\_

Other / Miscellaneous (please explain) \$ \_\_\_\_\_

**Total Operation Budget** \$ \_\_\_\_\_



## Mission Trip Budget Explanation/Operation

### Leader's Cost:

The leader cost is what it will cost for the leader to lead the trip. This amount will be derived from the operation budget. The total cost in this line should be the amount from the operation budget multiplied by the number of leaders. For the average size trip, expect to include one leader in the operation budget. We can discuss any exceptions to this.

### Staff participation:

This line is for what it will cost for any Crossroads staff to participate in a trip. Staff participation on a trip must be approved by the Executive Pastor. It is the expectation that staff members going on a trip should have leadership responsibilities.

### Pre-trip Expenses:

Pre-trip expenses should include any costs incurred during travel to the destination and preparation for an upcoming trip.

### Bibles, copies, crafts, literature, VSB—snacks, water, etc:

These lines are for the purchase of items used for ministry during the trip.

### Training:

This is for training Crossroads' missionaries in preparation for the trip.

### Construction:

Materials and labor for construction projects during the trip are covered in this line item.

### T-shirts for on-site use:

For the purchase of t-shirts to be used in ministry during the trip. T-shirts for Crossroads' missionaries should be on the operations budget.

### Translators:

All expenses for translators should be included in this line item.

### Expenses for Nationals:

This line should include any expenses that will occur as we work with nationals, i.e. local pastors, etc.

### Other/Miscellaneous (please explain):

This line should include any expenses that will occur that may not have been mentioned. An additional sheet may be necessary. Just add it to the existing one and make note.