



Missions and Community Outreach
Mission Trip Budget Worksheet - Participant
(See attached explanation of line items.)

Trip Name: _____

Trip Dates: _____

Airline Ticket	\$ _____
Luggage fees	\$ _____
Lodging	\$ _____
Ground Transportation	\$ _____
Food	\$ _____
Background Check	\$ _____
Insurance	\$ _____
Visa Taxes, Entry or Exit Fees	\$ _____
Ministry Supplies	\$ _____
T-shirt(s)	\$ _____
Tourism (if a group activity)	\$ _____
Other/Miscellaneous Please provide explanation	\$ _____
Total Price	\$ _____

It is the expectation that the above cost will be covered by the participant. A non-refundable deposit should be collected from each participant. The deposit should be the price of the airline ticket, due 60 days from date of departure. The airline ticket then belongs to the participant should he/she is unable to go on the trip.



Explanation of Mission Trip Budget Worksheet - Participant

Airline Tickets:

All airline tickets will be handled through the Missions and Community Outreach Office (MCOO). We will work with the primary leader of the trip to determine the best times and fares that are available for the trip destination. When it is appropriate, first consideration will be given to group travel at Continental. Booking group travel allows us to hold tickets with a minimal deposit many months in advance. Group travel also allows one name change per ticket at no charge.

The Participant Information Packet for each missionary should be submitted to the Missions and Community Outreach Office 75 days prior to departure. The information in this packet will be used for the purchase of the tickets. On each trip, a non-refundable deposit should be collected at least 75 days prior to the trips departure (an exact date per trip will be determined by the MCOO). The deposit will be the price of the airline ticket. Once the airline ticket is booked, the ticket belongs to the participant. If a situation occurs that the participant must withdraw from the trip; every effort will be made to find someone to take their place. We will work with the airline in each situation to find the best solution for all.

Luggage fees:

Each missionary should pay the expense of checking their own baggage. If a team member is asked to check a bag or trunk for the team, it should come out of the trip's operation budget.

Lodging:

The price for lodging should include a per night rate including taxes. A second thing to determine is how many people will occupy the room. In many situations, if there is a family staying in one room, you can pay a fee per day per person. This will be taken into consideration in determining the price for lodging per person.

Ground Transportation:

Ground Transportation should be charged for any trip that will require rental vehicles. A per person cost should be derived by dividing the total cost of the rentals by the number of people on the trip.

Food:

All meals that are provided on the trip should be included in the participant cost. Meals that are not included on the trip will be an out of pocket expense. The participant should be advise on this estimate out of pocket cost.

Background Check:

A background check will be required for all trip participants 21 years of age or older. Many trip participants will have a current check in place, in such situations; there is no need to duplicate it. A release for Crossroad to conduct the background check should be included in each registration packet.

Trip Insurance:

All mission trips sponsored by Crossroads will carry limited insurance on each participant. The insurance will be secured by the Missions and Community Outreach office. As you prepare your budget for the trip, a daily rate can be secured. Should your trip be in partnership with another organization that provides insurance coverage, please provide documentation to the Mission and Community Outreach office stating this.

Visas, Entry or Exit Fees:

Visas, entry, or exit fees will be evaluated on each trip based on the country in which you will be traveling.

Ministry Supplies:

In some situation, part of the ministry supplies will be added to the per person cost of a trip. This or the amount will be determined by the team leader and the Missions and Community Outreach staff.

T-shirts:

If there is a team t-shirt, that our missionaries will wear, it should be accounted for in this budget. If it is a t-shirt that is used as a ministry tool, it should be included in your operations budget.

Tourism:

If there are group activities planned as part of the mission trip experience, please include the cost of that activity.

Other/Miscellaneous:

This field is the cost of a trip-specific items that may not be reflected in the other line items.