

Business Trip Budget

Target trip budget						Total
Airfare	Total cost of tickets		for		ticket(s)	
	Total cost of tickets		for		ticket(s)	
	Total cost of tickets		for		ticket(s)	
Hotel	Cost per night		for		night(s)	
	Cost per night		for		night(s)	
	Cost per night		for		night(s)	
Food	Cost per day		for		day(s)	
Car rental	Cost per day		for		day(s)	
Gas	Cost per gallon		for		gallons	
			Total cost of the trip			