

NCSSM

Overnight Trip Budget Template

Instructions and Guidelines

Introduction

This budget template is expected to be used for any overnight trips involving students sponsored by NCSSM. It should include all expenses associated with providing the opportunity for student travel, including those paid in advance, en route, and/or upon return.

Anticipated travel expenses are listed in categories--lodging, transportation, program activities, etc. While most entries indicate an aggregate expense for each item, the budget template is intended to calculate the per student travel cost.

Once travel is complete, the actual cost for items in each expense category must be entered within 30 days, and supported whenever possible by receipts. Any remaining funds, must be equably distributed to the students/parents who paid for the trip.

Sponsor Expenses

Additional staff sponsor expenses are those costs expected to be incurred while traveling, that are NOT previously included in the trip budget, yet are expected to be paid by the students. For example, the sponsor's food cost is eligible to be paid by the students. If the students' food cost is not included in the budget as a prepaid cost of the trip, an estimate for the cost of the sponsors' food should be included under the Sponsor Expenses category. Similarly, estimates of any additional sponsor cost for transportation or events also should be included in the trip budget.

How to use this Template

The template is designed to be used electronically--DO NOT print it to complete by hand. Certain information will be calculated automatically and this can only happen if it is entered electronically. Use the details column to briefly explain your entries, and add lines to the various expense categories, as necessary.

If your trip costs include a lump sum that consolidates things such as lodging, travel and food, put this amount in the Miscellaneous category, and provide an explanation in the details section of specifically what is included.

Expense Guidelines

Allowable Expenses

The NCSSM Overnight Trip Budget is restrictive as to the expenses you are allowed to include. Students should be advised to bring pocket money for souvenirs and other student specific expenses. Items that are NOT allowable as part of the general trip budget include the following:

- alcoholic beverages
- memorabilia/souvenirs
- expenses incurred by individual students
- equipment that is not essential to the completion of the trip objective
- item that will remain in the custody of the sponsor(s) for her/his personal use
- staff sponsor time

As this list is not intended to be exhaustive, the NCCSM Travel Committee has the right to deny other costs that it deems inappropriate.

Food Costs

Reasonable estimated food costs should be based on the current North Carolina state subsistence rates. As of July 1, 2013, the travel subsistence rate is as follows:

Meal	In-State	Out-of-State
Breakfast	\$ 8.20	\$ 8.20
Lunch	\$10.70	\$10.70
Dinner	\$18.40	\$20.90
Total	\$37.30	\$39.80

However, for international trips--if actual receipts are submitted--meals can be reimbursed up to the published U.S. State Department allowance for each country, although alcohol cannot be included.

Distribution of Excess Funds

All expenditures of collected student funds must be supported by appropriate documentation. Any excess funds are to be returned to the students. Amounts equal to or greater than \$25 per student will be distributed by SCSSI in the form of a check. Excess funds less than \$25 per student will be distributed in total to the trip sponsor. It will then be the responsibility of the sponsor to distribute these funds to the appropriate students. A log MUST be kept including the student's name, the date of the distribution, the amount received, and the student's signature to verify receipt. Once complete, the log must be returned to SCSSI.