

Expense Budget Projection

League Membership

League Name	Length of Membership (i.e. semester, annual)	Expense Total
	<i>Total League Membership Expense</i>	

Off-Campus Facility Rental

Facility/Company Name	Description (i.e. cost/session, number of sessions)	Expense Total
	<i>Total Off-Campus Facility Expense</i>	

Equipment

Item	Description	Cost/Item	Quantity	Expense Total
Total Equipment Expense				

Staff

Description (i.e. AT, Coach, Officials)	Cost/Session	Quantity	Expense Total
<i>Total Staff Expense</i>			

Other Expenses

Description	Expense Total
Total Other Expense	

TOTAL

Travel Budget Projection

Form Instructions:

Destination: Please list the city and state of travel

Registration Fee: List the total expense for registration of the team or individual members

Hotel: Please list the total expense for all hotel rooms per trip. Tax should not be charged.

Rental Vehicle: For estimation purposes, use the following rental prices

12 passenger van (*Ford F350*): \$47.00

Mini-van (*Dodge Caravan*): \$37.15

Compact Car (*Ford Focus*): \$28.00

Gas: Gas can only be reimbursed for rental vehicles. Use an online calculator to estimate expense (<https://www.fueleconomy.gov/trip/#?>)

Expense Details by Trip

	Destination	Registration Fee	Hotel	Rental Vehicle	Gas	Total Trip Expense
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total Travel Expense						