

**Clemmons UMC  
Mission Budget Planning Tool**

Administrative/Orientation Expenses	_____
Insurance & Processing Fees*	_____
Travel to/from Airport*	_____
Airline Tickets*	_____
In-country transportation	_____
Food	_____
Gratuity	_____
Lodging	_____
<b>Project Cost (materials &amp; supplies)</b>	_____
Cultural Sightseeing*	_____
Departure Tax/Visa*	_____
Miscellaneous – please explain	_____
_____	_____
_____	_____
_____	_____
Grand Total	_____

\*Where applicable

All trip receipts must be submitted for any reimbursement to the Office Manager in the CUMC office

