



Boy Scouts of America  
**TROOP 439**  
 Northern Star Council  
 Dan Patch District



## TROOP ACTIVITY/CAMPOUT BUDGET WORKSHEET & RECAP

Outing: \_\_\_\_\_ Date(s) of Outing: \_\_\_\_\_  
 Trip Leader: \_\_\_\_\_ Date: \_\_\_\_\_  
 Patrol Advisor: \_\_\_\_\_  
 Received by Troop Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

**TRIP LEADER:** This worksheet will help you estimate the cost for a trip and see how close you came to meeting your outing budget. After this worksheet is reviewed by your Patrol Advisor, please submit a copy to the Troop Treasurer. The Treasurer will use this information to write reimbursement checks to the drivers and the people who paid the campsite fee and other fees. If the budget formulas don't work given the special circumstances of your trip, consult with your Patrol Advisor, make a note of it, and use the formula you feel is best.

### 1. COST PER PERSON

Budget Item	Formula	Cost per Person	
Campsite Fee	Fee ÷ estimated participants	\$	
Food	\$3 per person per meal	\$	
Transportation	# miles round trip x \$0.30 mile ÷ 4 people per vehicle	\$	Only budget for driver reimbursement on trips over 100 miles one-way.
Other costs		\$	
	<b>COST PER PERSON</b>	\$	
			# people x cost per person = <b>TOTAL TRIP BUDGET: \$</b>

### 2. DRIVER REIMBURSEMENT

Drivers	Amount	Check	Apply to Scout Acct.
1.	\$		
2.	\$		
3.	\$		
4.	\$		
5.	\$		
6.	\$		
7.	\$		
8.	\$		
9.	\$		
10.	\$		
<b>TOTAL Driver Reimbursement</b>	<b>\$</b>		

### 3. EXPENSES

Campsite Fee	\$
Patrol Meals:	\$
Patrol Meals:	\$
Patrol Meals:	\$
Patrol Meals:	\$
Patrol Meals:	\$
Patrol Meals:	\$
Transportation Driver Reimbursement	\$
Other: List on back. Include name of person who needs to be reimbursed.	\$
<b>TOTAL TRIP EXPENSES \$</b>	<b>\$</b>
<b>TOTAL PAYMENTS</b> from Payment Records	<b>\$</b>
<b>ACTUAL DIFFERENCE</b> Total Payments – Trip Expenses	<b>\$</b>
<b>BUDGET DIFFERENCE</b> Budget – Trip Expenses	<b>\$</b>