

VACATION TRAVEL BUDGET



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B&M Financial Management Services, LLC
Accounting Services & Small Business Consulting Advisors

WHAT ARE MY EXPENSES?

TRANSPORTATION

DESCRIPTION	QUANTITY	ESTIMATED BUDGET	ACCURATE COST
Airfare			
Airport Parking			
Bus/Taxi/Subway/Shuttle			
Car Rental			
	SUB TOTAL		

LODGING

DESCRIPTION	QUANTITY	ESTIMATED BUDGET	ACCURATE COST
Hotel/Motel/Campsite			
Taxes & Fees			
Parking			
Misc.			
	SUB TOTAL		

FOOD & DRINK

DESCRIPTION	QUANTITY	EST. DAILY BUDGET	ACCURATE COST
Restaurant Meals			
Coffee/Tea/Soft drinks			
Bars & Pubs			
Snacks & Water			
Breakfast & Lunch			
Misc.			
	SUB TOTAL		

ENTERTAINMENT

DESCRIPTION	QUANTITY	ESTIMATE BUDGET	ACCURATE COST
Museum Tickets			
Live Shows			
	SUB TOTAL		

OTHER

DESCRIPTION	QUANTITY	ESTIMATE BUDGET	ACCURATE COST
Souvenirs and Gifts			
Maps & Guidebooks			
	SUB TOTAL		

TOTAL VACATION BUDGET:

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Follow the steps below to complete the Travel Budget Sheet

STEP ONE

Start by recording the "quantity" and "estimated budget" for each category in the appropriate columns.

Estimate Budget = the cost you want to spend for each item

STEP TWO

Save every receipt of the purchases you make while on vacation

STEP THREE

RETURN FROM VACATION: View each purchase receipt you received during vacation and record the total cost to your "ACCURATE COST" column.

STEP FOUR

Calculate the total "ESTIMATE BUDGET" and "ACCURATE COST" columns for each category to see the difference in spending.