

**First United Methodist Church of Moorestown, New Jersey
Mission Trip Budget Planning Worksheet**

Dates of trip
Sponsoring Agency
Trip Leader
of missionaries 0

	<u>Per person</u>	<u>Per trip</u>	<u>Total</u>
Transportation costs:			
Airfare			0
Van rentals			0
Gasoline and tolls, en route			0
Gasoline on site			0
Other (itemize):			
			0
			0
			0
 Total transportation			
Subsistence costs:			
Daily, per person fee to agency, while on site			0
Per diem while en route			0
Lodging, en route			0
Lodging, on site			0
Miscellaneous:			
Health & liability insurance through UMVIM			0
Materials and supplies, on site			0
Love gift to agency			0
 Total expenses			0
Anticipated group offsets:			
Mission Commission support for H&I insurance			0
Mission Commission support for every FUMC participant @ \$60 each			0
Fund raising activities (list):			
			0
			0
			0
Group or corporate sponsorships (list):			
			0
			0
			0
 Total offsets			0
 Net cost of trip			0
 Net cost of trip, per missionary			-60

Directions for use:

This worksheet is intended to be a guide for you to use to plan the financial aspects of your upcoming trip. If using the Excel format of this worksheet, fill in the cells underlined that are applicable and the formulas will calculate your totals. If using the .pdf format of this worksheet, you will have to calculate your own totals.

There is an additional subsidy available to first-time missionaries, from the Missions Commission. That is that the commission will underwrite half of the per person cost, up to a maximum of \$250, for those who request it. It is meant to be an incentive to diminish the financial burden for someone who would like to participate in a trip, but is having difficulty affording the commitment. It is not intended to be an automatic give-way to every first-time participant. If someone expresses interest in your trip but is concerned about the cost, and they would be a first time participant, let them know of this financial assistance opportunity.

Payments by participants should be made payable to "FUMC" and have a notation in the memo section referencing your trip. Make missionaries aware that the cost of their trip is deductible as a charitable contribution on the Federal income tax returns.