

# Mission Trip Budget Worksheet

Estimate costs, set a fundraising goal, and track actual spending for your church's next mission trip or service project.

Trip name / destination

Dates

# of participants

Trip leader

Fund name in the books

**Step 1 — Estimate trip costs.** Research prices for your destination and season, and use past trips as a guide. Fill in the Actual column as receipts come in.

## Transportation

| Item                             | Estimated | Actual | Difference |
|----------------------------------|-----------|--------|------------|
| Airfare                          | \$        | \$     | \$         |
| Bus or van rental                | \$        | \$     | \$         |
| Fuel                             | \$        | \$     | \$         |
| Airport transportation / parking | \$        | \$     | \$         |
|                                  | \$        | \$     | \$         |
| <b>Transportation subtotal</b>   | \$        | \$     | \$         |

## Lodging

| Item                                  | Estimated | Actual | Difference |
|---------------------------------------|-----------|--------|------------|
| Hotels / group housing                | \$        | \$     | \$         |
| Mission compound or host family costs | \$        | \$     | \$         |
|                                       | \$        | \$     | \$         |
| <b>Lodging subtotal</b>               | \$        | \$     | \$         |

## Meals

| Item                             | Estimated | Actual | Difference |
|----------------------------------|-----------|--------|------------|
| Team meals                       | \$        | \$     | \$         |
| Food supplies and drinking water | \$        | \$     | \$         |
| Hospitality                      | \$        | \$     | \$         |
|                                  | \$        | \$     | \$         |
| <b>Meals subtotal</b>            | \$        | \$     | \$         |

| Ministry Supplies                 |           |        |            |
|-----------------------------------|-----------|--------|------------|
| Item                              | Estimated | Actual | Difference |
| Bibles and outreach literature    | \$        | \$     | \$         |
| Children's ministry materials     | \$        | \$     | \$         |
| Construction supplies             | \$        | \$     | \$         |
| Medical supplies                  | \$        | \$     | \$         |
|                                   | \$        | \$     | \$         |
| <b>Ministry Supplies subtotal</b> | \$        | \$     | \$         |

| Administrative                    |           |        |            |
|-----------------------------------|-----------|--------|------------|
| Item                              | Estimated | Actual | Difference |
| Travel and medical insurance      | \$        | \$     | \$         |
| Passport and visa fees            | \$        | \$     | \$         |
| Communication (phone plans, data) | \$        | \$     | \$         |
| Training materials                | \$        | \$     | \$         |
|                                   | \$        | \$     | \$         |
| <b>Administrative subtotal</b>    | \$        | \$     | \$         |

| Trip cost summary                          | Estimated | Actual |
|--------------------------------------------|-----------|--------|
| Total of all subtotals                     | \$        | \$     |
| + Contingency (5–10% of total)             | \$        | \$     |
| <b>= Total trip cost</b>                   | \$        | \$     |
| ÷ Number of participants = cost per person | \$        | \$     |

*Example: a \$10,000 trip with a 5–10% contingency sets aside an extra \$500–\$1,000.*

**Step 2 — Plan your funding.** Track each source separately so you can report exactly how donated money was used.

| Funding Sources              |      |          |              |
|------------------------------|------|----------|--------------|
| Funding source               | Goal | Received | Still needed |
| Church budget allocation     | \$   | \$       | \$           |
| Individual donations         | \$   | \$       | \$           |
| Designated mission offerings | \$   | \$       | \$           |
| Fundraising events           | \$   | \$       | \$           |
| Participant contributions    | \$   | \$       | \$           |
|                              | \$   | \$       | \$           |
| <b>Total funding</b>         | \$   | \$       | \$           |

|                                                      |    |
|------------------------------------------------------|----|
| <b>Funding gap</b> = Total trip cost – Total funding | \$ |
|------------------------------------------------------|----|

**Step 3 — Report back after the trip.** Share a short summary with your church and donors.

| Final trip report                          |    |
|--------------------------------------------|----|
| Total funds raised                         | \$ |
| Total expenses                             | \$ |
| Remaining balance                          | \$ |
| What will happen to any remaining balance? |    |
| Donor thank-yous sent (date)               |    |

## Tips for trip leaders and treasurers

- **Set up a separate fund** for the trip in your church's books before fundraising starts.
- **Decide ahead of time** what happens to leftover money (for example, it stays in the missions fund for the next trip) and say so when you ask for gifts.
- **Keep gifts under the church's control.** Donations should go to the trip fund, not be promised to one specific participant. Rules on deductibility vary — confirm with your tax professional.
- **Save every receipt** and log expenses daily during the trip; one person should keep the log.
- **Compare actual to estimated** each evening so the team knows how much remains.
- **Keep this worksheet** — it becomes the starting point for your next trip's budget.

## Track every mission dollar in one place

ChurchBooks3 is church accounting software built for small churches and volunteer treasurers. Create a dedicated mission fund, record designated gifts, track trip expenses, and print clear reports for donors. Desktop and Online versions available.

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