

Priory School Trip Costings

Name of trip			
Date(s) of trip			
Trip Leader		Year Group(s)	

Planned Expenditure	Amount (£)	Income	Amount (£)
Booked Transport		Expected total trip income D (B x C)	£0.00
Use of School minibus: Estimated mileage x rate per mile (Finance Office can advise rate to use)			
Admissions fees		Actual total trip income <i>(from cash collection sheet)</i>	£0.00
Activities			
Insurance (£1.50 per pupil per day)			
Accommodation and included food			
Contingency			
Reprographics (B &W 0.85p COL 8.5p per sheet)			
Additional cost ()			
Additional cost ()			
Additional cost ()			
Admin Charge (needs Finance approval)			
Total planned Expenditure (A)	£0.00	Planned Balance	£0.00
		Actual Trip Surplus (deficit)	£0.00
Number of pupils attending (B)		The trip must be planned to avoid a deficit	
Trip cost per pupil (A/B)			
Actual charge per pupil (C) <i>(cannot be less than Trip Cost per pupil)</i>			

Actual Expenditure	Amount (£)
Booked Transport	
Use of School minibus: Estimated mileage x rate per mile (Finance Office can advise rate to use)	
Admissions fees	
Activities	
Insurance (£1.50 per pupil per day)	
Accommodation and included food	
Contingency	
Reprographics (B &W 0.85p COL 8.5p per sheet)	
Additional cost ()	
Additional cost ()	
Additional cost ()	
Additional cost ()	
	£0.00