

Budget Guide for Short-Term Missions

This is a guideline to identify expenses that may occur in short-term mission outreaches. It is important to seek the counsel of an attorney and certified public accountant who specializes in ministry regarding legalities and proper record keeping.

Name: _____

Country of ministry: _____

Expected departure date: _____

Budget Guide

Country of ministry: _____

Expected dates: _____

	Per Person	Per Team	Per Day	Ministry Expense
AIR TRAVEL				
Flights from city of origin to city of destination				
Extra baggage				
Tax and transfers				
Other				
LAND TRAVEL				
Extra vehicles				
Extra gas/petrol				
Tolls				
Drivers				
Other				
LODGING				
En route and return				
In country				
Other				
FOOD				
Meals				
Extra soft drinks				
MEDICAL				
Team vaccines				
Team medications				
Pharmaceuticals/ medical supplies				
CONSTRUCTION				
Supplies/equipment				
Other				
MINISTRY				
Bibles				
Books/CDs				
Pamphlets				

Other				
REST & RELAXATION				
Travel				
Lodging				
Food				
Entertainment				
Tours				
Other				
MINISTRY				
Offerings/gifts				
DOCUMENTS				
Passport				
Visa				
Other licenses				
MISCELLANEOUS				
Apron, shirt, or hat				
Equipment				
Water purifiers				
Promotional materials				
Other				
GENERAL				
Tips and taxes				
Money exchange				
Laundry				
Communication/phone				
Unexpected expenses				
Administration				
TOTAL:				