

Getting Started

Enter the total budget for your trip in cell C4.

Enter all of your trip expenses in the section titled "What are my expenses?" Make sure to enter the expense category as one of the following: Transportation, Lodging, Food, Entertainment, or Other.

The "Where are my expenses going?" section is populated automatically based on the total budget and expenses you enter.

You can change a category label in cells F4:F7. For example, you could change the label "Entertainment" in cell C7 to "Activities."

The "Other" category will include everything that is not one of the other four categories. Do not change the name of the "Other" category.

Cell C8 shows the difference between the Total Budget and the Total Expenses, so you can easily see if you are over or under budget.

For other types of budgeting spreadsheets, visit Vertex42.com.

Additional Help

The link at the top of this worksheet will take you to the web page on vertex42.com that talks about this template.

TEMPLATE [Vertex42.com: Money Management Template](#)

TEMPLATE [Vertex42.com: Family Budget Planner](#)

TIPS [Vertex42.com: Spreadsheet Tips Workbook](#)

ARTICLE [Vertex42.com: How to Make a Budget with a Spreadsheet](#)

ARTICLE [Vertex42.com: Budgeting Tips](#)



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Travel Budget Template



By Vertex42.com

<http://www.vertex42.com/ExcelTemplates/travel-budget-worksheet.html>

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Do not delete this worksheet. If necessary, you may hide it by right-clicking on the tab and selecting Hide.

