**Business Trip Budget Worksheet Template**

**Category**

**Budget**

**Actual**

**Gifts**

Family

Friends

Office

Other

Wrapping Supplies

Mailing Expenses

*Total Gifts*

**Food**

Baking Ingredients

Holiday Meals

Meals Out

Liquor

*Total Food*

**Decorations**

Tree/Garland

Outdoor/Indoor Lights

Candles

Other

*Total Decorations*

**Entertainment**

Invitations

Party Clothes

Holiday Activities

Music

*Total Entertainment*

**Charity**

Church Projects

Church Donations

Other

*Total Charities*



**Holiday Budget Worksheet**

**Category**

**Budget**

**Actual**

**Travel**

Transportation

Lodging

Meals Out

Pet Boarding

*Total Travel*

**Holiday Cards**

Cards

Postage

Photographs

Copying/Printing

*Total Holiday Cards*

**Miscellaneous**

Long Distance Calls

Film and Camera

Babysitting

Other

Other

*Total Miscellaneous*

**Total Gifts**

**Total Food**

**Total Entertainment**

**Total Charities**

**Total Travel**

**Total Holiday Cards**

**Total Miscellaneous**

**Total Expenses**