

Travel Expense Agreement

A group-trip money plan: who books and fronts the big costs, what each traveler's share is, how the kitty works, and the settle-up deadline after the trip.

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1. Travelers

Lists everyone on the trip, so every share and every promise has a name.

2. Shared costs and bookers

Defines which costs are shared and names who books and fronts each one.

3. Shares and pre-trip payments

Fixes each traveler's share of fixed costs and when it must be paid — commonly before the booker's card is charged.

4. On-trip spending rule

Sets how daily group costs work: a kitty everyone tops up, a rotating payer, or one recorder keeping the tally.

5. Personal costs

Draws the line between group costs and personal spending, the single most argument-prone boundary on any trip.

6. Cancellation

States what a traveler owes if they withdraw after bookings — usually their share of whatever cannot be refunded.

7. Settlement

Sets the post-trip deadline for final balances, based on the recorder's tally and the booker's receipts.

8. Records

Commits the bookers and the tally-keeper to keeping receipts and sharing the running record with the group.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____

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PREVIEW