

Vacation budget

One trip in USD, with scope and booking evidence. Manual worksheet - US Letter, landscape.

TRAVEL DATES / PARTY / NIGHTS

FULL TRIP LIMIT (\$)

CURRENT UNSPENT CASH (\$)

UNSPENT RESERVE (\$)

List each full cost once. Basis: estimate or confirmed. Paid is cumulative confirmed money already used; current cash is after those payments. Keep pending amounts visible, not 0.

Item / booking	Working total (\$)	Basis	Paid (\$)	Unpaid (\$)	Remaining due	Source / cancellation terms / action

FULL TARGET (\$)

LIMIT MINUS TARGET (\$)

TOTAL UNPAID (\$)

CASH STILL NEEDED (\$)

Per-row unpaid = max(working cost - paid, 0); keep overpayments separate. Target = costs + reserve. Cash needed = unpaid + reserve - current cash, minimum 0. Label totals incomplete while a required cost is unknown. Advances reduce the same booking; add security deposit/hold cash needs separately in the calendar.

Trip payment calendar

Forecast dated cash and mark uncertain receipts. Manual USD worksheet - US Letter, landscape.

AS-OF / OPENING CASH DATE

OPENING UNSPENT CASH (\$)

RESERVE TO KEEP (\$)

NEXT REVIEW DATE

Start after payments already included in opening cash. List only later money movements. Split installments by date; their total must match the booking balance. Expected receipts are forecasts, not current cash.

Date	Payment / new receipt	Money in (\$)	Money out (\$)	Projected balance (\$)	Actual / expected	Evidence / action

LOWEST PROJECTED BALANCE (\$)

SHORTFALL TO KEEP RESERVE (\$)

ACTION / DATE NEEDED

Balance = previous balance + new receipts - outflows. A later refund cannot cover an earlier payment. Show separate deposit/hold needs here when they reduce available funds, and release them only when confirmed.