# Group Travel Budgeting

This playbook outlines a method to create a group travel budget. It includes estimating costs, proposing the budget, and tracking expenses to ensure fairness and transparency among group members.

### Step 1: Gather Information

Collect all necessary information on travel destination including accommodation options, transportation, meals, activities, and any other potential expenses.

### Step 2: Estimate Costs

Create a preliminary list of expenses for each aspect of the trip (lodging, transportation, meals, etc.) and estimate the total cost for each item.

### Step 3: Set Expectations

Discuss the estimated costs with all group members to set expectations about the budget and make necessary adjustments based on feedback.

### Step 4: Propose Budget

Draft a proposed budget based on the estimated costs and the group's feedback, detailing contributions expected from each member.

### Step 5: Finalize Budget

Have each group member review, suggest any final changes, and agree on the final budget, ensuring transparency and consensus.

### Step 6: Track Expenses

Use a shared tracking method (e.g., spreadsheet, mobile app) to monitor actual expenses against the budget during the trip, updating everyone regularly.

### Step 7: Review Spending

Regularly review the expenses as a group to ensure that they align with the budget. Address any discrepancies as they arise.

### Step 8: Settle Balances

After the trip, calculate final expenses and compare them with the budget. Settle any under or overpayments among group members responsibly.

## General Notes

### Inclusivity

Ensure the budgeting process includes the preferences and financial limitations of all group members to maintain inclusivity.

### Unexpected Costs

Plan for a contingency fund to cover unexpected costs, ensuring it's factored into the budget proposal.

### Technology Use

Leverage technology, such as budgeting apps or mobile payment services, to simplify tracking and settling costs.