# Group Expense Management

This playbook outlines a structured process for tracking and splitting travel expenses within a group. It involves techniques for accurate recording, tools for calculation, and strategies for fair division.

### Step 1: Planning

Agree on a budget and a process for tracking expenses before the trip begins. Decide who will be responsible for documenting expenses and how reimbursements will be handled.

### Step 2: Tracking

Keep a detailed record of all expenses incurred by group members. This can be done through a shared mobile app or a physical ledger.

### Step 3: Categorizing

Organize expenses into categories such as 'accommodation', 'transport', 'food', etc. This will make the process of splitting costs more transparent and equitable.

### Step 4: Calculating

Use a split cost calculator or a mobile app to accurately divide expenses among group members, ensuring that each person pays their fair share.

### Step 5: Settling

Decide on and communicate the deadline by which all members should settle their share. Use online payment services to facilitate quick and easy reimbursements.

### Step 6: Reviewing

After the trip, review all records and payments to ensure that all costs have been split fairly and that everyone has been reimbursed accordingly.

## General Notes

### Expense Apps

Consider using dedicated group expense tracking apps like Splitwise, Tricount, or Kittysplit for efficient management and calculation of shared expenses.

### Currency Conversion

If traveling internationally, keep track of currency exchange rates and bank fees for accurate reimbursement if expenses were paid in a different currency.