

# 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.