

This enhanced content accompanies the Cathleen's Odyssey Travel How-to Blog Post, "18 Ways I Save Money while Traveling" which can be found at CathleensOdyssey.com/save-money1

How to Record your Travel Expenditures

Before leaving home, categorize your expected expenses. Here are the expense categories that I use:

- Lodging
- Food
- Prepared Food
- Transportation
- Personal Care
- Tips
- Admissions
- Excursions/Guides
- Technology
- Home Expenses
- Misc.
- Gifts

Notice I separate "Food" and "Prepared Food." "Food" is that which I purchase to prepare myself—usually in grocery stores or markets. "Prepared Food" is what I purchase in cafés, restaurants, or food trucks, and includes coffee or tea or other drinks that I buy in a café. If I drank alcoholic beverages regularly, I would separate those out as well, because alcohol can dig a hole in your budget very fast.

While out and about, I record all my expenses as they occur in the back of a small notebook I always carry. If I am given a receipt, I just tuck it in back of the notebook.

Here is how I handle market shopping or other places where you would go from vendor to vendor and pay cash. I put an even amount—like \$20 or \$30—in a secure pocket. When going to traditional markets, I try to carry small bills because some vendors have a hard time making change. Then I pay for everything from the amount in my pocket. Usually it is all for food, so I already know the category. Then, when I return home, I deduct the amount I have left over from the amount I started with. If I am in the middle of my shopping trip, and I discover that I did not start out with enough money in my pocket (and that I am going to run out) I add an even (easily remembered) amount to my pocket and keep shopping.

Using the Travel Cost Spreadsheet

You can download the Travel Cost Spreadsheet at CathleensOdyssey.com/travel-expense-sheet. Detailed instructions for using the spreadsheet can be found in the first worksheet (tab).

The file is in MS Excel (.xlms) format, but you don't have to own Excel in order to use it. You should be able to open the .xlms file in most any other spreadsheet program.

Google Sheets is a free spreadsheet application that you can use if you have a Google account. To open the .xlms file in Google Sheets:

1. Go to **sheets.google.com**. Click on the "Blank" template.
2. From the menu at the top, choose "File" then "Import"
3. From the Import File window, choose "Upload"
4. Then select the Travel Cost Spreadsheet.xlms file from your computer.
5. Under "Import location," choose "Create a New Spreadsheet" and then click on "Import Data."