Appendix 4
Instructions for Field Trip Budget Form

The accompanying form was developed for use in setting prices for field trips. It separates costs into two categories:

**Fixed costs** do not vary appreciably with the number of participants (unless buses/vans are added).

**Variable costs** are a multiple of the number of participants.

- Trips are priced to break even (with some profit cushion) at a load factor that usually varies between 65% and 75% of one busload. For example, a breakeven of 30 paid participants is used for trips that can accommodate a maximum of 42 paid participants (maximum paid participants is defined as the total number that can be accommodated on the trip, minus the number of leaders and the other logistics personnel who will be subsidized). Past committees have found it beneficial to budget based on both buses and vans initially so that the appropriate fee can be set for either case.
- Costs need to be estimated reasonably well on the basis of recent local trips or by contacting bus companies, delicatessens, party rental firms and motels. Leaders should have checked on entry fees to public parks, museums, or similar facilities and for overnight trips, and initiated negotiations with hotels.
- If the leaders' employers do not absorb costs of postage, phone, copying, etc., these should be estimated. Similar costs and drafting incurred in guidebook preparation should be charged to guidebook publication costs. Costs of scouting the trip are not usually reimbursed, but they can be included in the budget if necessary.
- Participant costs per passenger should first be calculated and the total used to determine the expenses of trip leaders, logistics assistants and any special participant(s). Bus charter and other fixed costs are then estimated and the total for fixed costs is divided by the breakeven number to obtain the fixed cost per participant. Adding the fixed cost per participant to the variable cost per participant yields a total that is used to set the trip fee. These formulas are built into the green cells in the Budget Form and will automatically calculate these costs.
- The Budget Form and your complete trip description (see below) must be returned by 29 January 2010 to advertise the trip in the Technical Program & Registration Announcement. Each description must include:
  - Description
  - Photo and caption/cutline. A credit line must be included if a professional photographer took the photo.
  - Day(s) and date(s)
  - Departure and arrival point(s) -- if at all possible, all trips should depart from and return to the convention center.
  - Special notes (physical requirements, clothing, footwear, sunscreen, hat, etc.)
  - Leaders' names, company/university affiliations, location
If you have questions, contact Kim Van Delft (+1 918 560 2619 or kvandelft@aapg.org), AAPG Convention Exhibitor & Attendee Services Supervisor.

IMPORTANT

- AAPG must review and sign all contracts (for transportation, hotels, catering, etc.).
- The Budget Form worksheet has been formulated to automatically calculate the figures. **Please do not delete or change the formulas in the green cells.**
- All field trip leaders and logistics personnel must be AAPG members. This is required by our insurance brokers.
- AAPG will provide the book "Field Safety Guidelines" free of charge to the Field Trips Chair. Upon request, additional copies are available for $22.00 each and should be charged to the field trip budget. The guideline is an excellent resource/tool, but it is not a requirement.