

# Unit 1

## Lesson 5

### Challenge Yourself Project 11 Keep Track of Travel Expenses



**Directions:** After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Created a new worksheet using the Expense Report template			
Calculated expenses for each day of your vacation			
Included expenses for <i>Lodging</i>			
Included expenses for <i>Transportation</i>			
Included expenses for <i>Meals</i>			
Included expenses for <i>Entertainment</i>			
Included expenses for five, six, or seven days			
Made sure the total expenses did not go over \$500			
Double-checked your work			
Saved the workbook as e5rev-[your first initial and last name]11			