

**SPECIAL EVENTS & OVERNIGHT TRIP
KEYSTONE COMMUNITY RESOURCES
COST BREAKDOWN**

	KCR Responsible	RESIDENT Responsible	STAFF Responsible
HOTEL/TIPS FOR ROOM		X-including staff's portion	
CAR RENTAL UPON ARRIVAL OF DESTINATION		X	
CAR RENTAL TO GO TO DESTINATION (i.e. Group home van is unavailable for trip)	X		
FOOD-RESIDENT		X-for their own	
FOOD-STAFF	X		
TAX ON FOOD	X –tax must be split by the % of staff meals.	X- tax must be split by the % of each resident's meal	
AIRFARE-RESIDENT		X- for their own	
AIRFARE-FOR STAFF		X-split evenly by all residents on the trip	
TOLLS	X		
PARKING	X		
VALET PARKING AND TIP	X		
GAS	X		
BAGGAGE HANDLING/TIPS	X		
TIPS-FOR RESTAURANT	X –for staff. Recommended tip 15%	X –for their own. Recommended tip 15%	
ADMISSION INTO EVENTS OR ACTIVITIES-RESIDENTS		X-for their own	
ADMISSION INTO EVENTS OR ACTIVITIES-STAFF		X-split evenly by all residents on the trip	

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	KCR Responsible	RESIDENT Responsible	STAFF Responsible
PHONE CALLS	X-for staff to call KCR or staff to make 1 personal call per day and limited to 5 minutes only.	X- resident's pay for all of their own personal calls.	
BEACH RENTALS (IE. CHAIRS, UMBRELLAS, ETC.)		X- for their own	X-staff will pay if using for their own personal use.
SNACKS	X-for staff	X-for their own	
SOUVENIRS		X- for their own	X-will pay for their own personal souvenirs
WHEELCHAIRS/SCOOTERS		X-for their own	