

**Excel 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.

| Criteria   | Student Checklist |               | Teacher Evaluation |
|--|-------------------|---------------|--------------------|
|  | 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 |                   |               |                    |

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