

Travel Plan

Project Overview:

You will edit the Student File to meet specifications outlined in the project.

Files Needed:

- Travel Plan Student File

Directions:

1. Open the **Travel Plan Student File** by clicking on the name of the file and downloading it and then clicking “Enable Editing”. This Microsoft® Excel workbook will be used to complete the tasks detailed in the project.
2. Once you have the workbook open, save the workbook as Your Name - Travel Plan. For example, if your name is Whitney Huang the file would be named Whitney Huang - Travel Plan.
3. Rename the worksheet to be Travel Expenses.
4. In cell B21, enter a function which adds the data in cells B11 through B20.
5. Copy and paste the function from cell B21 to cells C21 through I21.
6. In cell H4, insert a function which adds all of the transportation expenses together.
7. In cell H5, insert a formula which shows the total lodging expenses.
8. In cell H6, insert a function which adds all of the meal expenses together.
9. In cell H7, insert a function which adds together the results of the functions and formula in cells H4 through H6.
10. Add a conditional format to cell H7, which changes the cell color to light red with dark red text if the total expenses on the trip are more than \$4,000.
11. Save the file and submit it to your instructor.

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To see a sample of how your file should look, see the example. Keep in mind this file has been edited and will appear smaller than a real spreadsheet.

	A	B	C	D	E	F	G	H	I
1	Travel Expense Calculator								
2									
3	Employee Name		Meggie Mitchum			Expenses at a Glance			
4	Employee ID		1			Transportation Expense		\$1,930.36	
5	Trip dates	Start on	12-Oct-19			Lodging Expense		\$2,056.89	
6		End on	21-Oct-19			Meal Expense		\$453.98	
7	Purpose		Marketing Convention			TOTAL EXPENSES ON TRIP		\$4,441.23	
8									
9	Date	Transportation			Lodging	Meals			
10		Plane	Car/Taxi	Gas/Parking	Hotel	Breakfast	Lunch	Dinner	Snacks
11	12-Oct	\$576.21	\$527.68			\$7.26	\$13.00	\$29.40	
12	13-Oct		\$4.00			\$7.65	\$13.00	\$33.21	\$5.26
13	14-Oct		\$4.00			\$7.54	\$13.00	\$19.45	
14	15-Oct		\$4.00		\$154.56		\$13.00	\$16.22	\$6.00
15	16-Oct		\$4.00			\$5.26	\$13.00	\$42.65	
16	17-Oct		\$4.00	\$18.55		\$4.98	\$13.00	\$9.12	\$2.23
17	18-Oct		\$4.00			\$7.25	\$13.00	\$14.25	\$3.35
18	19-Oct		\$4.00				\$13.00	\$29.65	
19	20-Oct		\$4.00			\$11.50	\$13.00	\$32.66	
20	21-Oct	\$752.59	\$4.00	\$19.33	\$1,902.33	\$9.85	\$13.00	\$7.75	\$11.49
21		\$1,328.80	\$563.68	\$37.88	\$2,056.89	\$61.29	\$130.00	\$234.36	\$28.33
22									
	Travel Expenses								

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Rubric

Description	Points	Your Score
The submitted file is correctly named. (Student Name - Travel Plan)	5	
The worksheet has been renamed to Travel Expenses.	5	
The correct function has been added to cell B21.	10	
The correct function has been added to cells C21 through I21.	15	
The correct function has been added to H4.	10	
The correct formula has been added to H5.	10	
The correct function has been added to H6.	10	
The correct function has been added to H7	10	
All functions and formulas create accurate data.	15	
The correct conditional format has been added to cell H7.	10	
Total Points	100	