

**TRUSTMARK INSURANCE COMPANY  
ENROLLMENT EXPENSE BUDGET WORKSHEET**

NAME: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

NUMBER OF ELIGIBLE EMPLOYEES: \_\_\_\_\_

ESTIMATED NUMBER OF APPLICATIONS: \_\_\_\_\_

ESTIMATED ANNUAL PREMIUM: \$ \_\_\_\_\_

PRODUCT: \_\_\_\_\_

ENROLLMENT DATES FROM: \_\_\_\_\_ TO: \_\_\_\_\_

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**EXPENSES**

**SALARY**

Manager:	Rate	x Days	= \$	_____
Enroller:	Rate	x Days	= \$	_____

TOTAL SALARY \$ \_\_\_\_\_

**TRANSPORTATION**

Air Fare:	Rate	x # of tickets	= \$	_____
Car Rental:	Rate	x Days	= \$	_____
Other				

TOTAL TRANSPORTATION \$ \_\_\_\_\_

**LODGING & MEALS**

Hotel:	Rate	x Days	x People	= \$	_____
Meals:	Days	x People		= \$	_____

TOTAL LODGING & MEALS \$ \_\_\_\_\_

**MISCELLANEOUS**

Equipment Rental: = \$ \_\_\_\_\_

TOTAL MISCELLANEOUS \$ \_\_\_\_\_

Total Advance Request: \$ \_\_\_\_\_ Grand Total: \$ \_\_\_\_\_

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Home Office Use Only:

Comments: \_\_\_\_\_

\_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_