Post Trip - Overnight Travel Audit Checklist

1. Pre Trip - Student Preliminary Overnight Travel Proposal

   *** NOTE: Must be received by the Administrator of Schools at least 45 days prior to the proposed trip ***
   - A. Completed appropriately.
   - B. Itinerary is attached
   - C. Signatures:
     1. Advisor, Principal, Administrator of Schools, Business Administrator
   - D. Received by Administrator of Schools at least 45 days prior to trip
   - E. Stephanie Nicholson in purchasing has been contacted
     - Appropriate bids have been obtained.
     - Proper fundraising procedures have been followed.
     - Individual Supplemental insurance has been purchased.

2. Pre Trip - Student Final Overnight Travel Request

   *** NOTE: Must be received by the Administrator of Schools SEVEN calendar days prior to travel ***
   - A. All Chaperones Listed on Final Request Form
     - Chaperone Ratio = 1 chaperone for each 10 students
     - Minimum of 2 chaperones per trip
     - Chaperones have each completed the form: “Responsible Adult Information Student Overnight Travel—AA414”
     - Each Chaperone completed background check (Verified by HR)
   - B. Preliminary Parent Meeting Information Completed
     - Parent Approval Signature List/Copy of Parent Survey is attached
     - A copy of the written information given to each parent is available for review including but not limited to the following:
       - Costs
       - Itinerary
       - Expectations, etc.
     - Policy Disclaimer AA414 (Statement of no refund)
   - C. A copy or documentation of the supplemental insurance policy is attached
   - D. Complete Insurance Information
     1. Completed and notarized “Parent Consent for Student Travel and Medical Treatment” form for each student
   - E. All signatures including the Administrator of Schools’ signature obtained
   - F. Received by Administrator of Schools seven calendar days prior to travel


   - A. Actual Travel/Activity Dates aligned with preliminary request.
   - B. Actual number of students and chaperones traveled identified.
   - C. Total Costs Identified
     1. Fundraised monies used for trip $_______________
     2. Cost per student used for trip $_______________
     3. Cost per chaperone used for trip $_______________
     4. Total amount collected for trip $_______________

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