



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

3. Post Trip - Financial Accounting and Report

- 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 \$ _____