

Jordan School District
Advisor Trip Checklist for Student Travel



Date	Action
_____	Submit approval to Board of Education
_____	Approval received
_____	Hold Parent Meeting
_____	Arrange for chaperones (2 for 1st 10 students, 1 for every 10 after)
_____	Call travel buyer in Purchasing for airfare
_____	Airfare itinerary received
_____	Request airport/hotel transfers
_____	Airport/hotel transfers reserved
_____	Call travel buyer in Purchasing for hotel
_____	Hotel booked (including bus driver room, if necessary)
_____	Send rooming list sent to hotel
_____	Call travel buyer in Purchasing for bus quotes
_____	Get school check or P.O. for bus
_____	Make arrangements for group meal(s)
_____	Pay for group meal(s)
_____	Contact tour package companies
_____	Pay outside travel provider for trip package
_____	Email student names to Purchasing for insurance
_____	Received insurance policy from Purchasing
_____	Print insurance policy
_____	Pay Purchasing for travel credit card charges
_____	Fax quotes to Purchasing (MUST BE DONE if doing trip on your own)
_____	Submit final proposal to Area Executive Director before traveling

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