

Group Travel Quotes

School: _____ **Group:** _____
Destination: _____
Travel Dates: _____

These quotes are for Jordan School District Student Travel. Please fax a signed copy to Lisa Roybal, Travel Buyer for Jordan School District at (801) 567-8725. For questions, please contact Lisa at (801)567-8711 (lisa.roybal@jordan.k12.ut.us)

Flight Reservations:	Quote 1	Quote 2	Quote 3
Name of Company:			
Name of Agent:			
Date Quoted:			
Airline:			
Airfare/person including tax:			
Refundable/Non-refundable? Name change penalty?			
Number of tickets needed:			
Service fee per person:			
Additional fees/charges (specify)			
Total Cost of all Airfare:			

Hotel:	Quote 1	Quote 2	Quote 3
Name of Hotel:			
Name of Agent:			
Date Quoted:			
Rate/Night - Sngl/Db/Trpl/Quad (circle 1)			
Tax Percentage Rate:			
Number of Rooms Needed:			
Number of Nights:			
Additional fees/charges (specify)			
Total: room rate x # rooms x # nights x tax rate			

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Bus Charter/Shuttle/Transfer:	Quote 1	Quote 2	Quote 3
Name of Company:			
Name of Agent:			
Date Quoted:			
Type of Bus (i.e. 56 passenger)			
Price per Bus:			
Number of Buses needed:			
Gasoline Surcharge?			
Driver Gratuity			
Additional fees/charges (specify)			
Total Cost of all Buses:			

Rental Vehicles:	Quote 1	Quote 2	Quote 3
Name of Company:			
Name of Agent:			
Date Quoted:			
Type of Vehicle:			
Rate per Vehicle - daily/weekly (circle 1)			
Mileage, Unlimited (circle) or:			
Number of Vehicles needed:			
Additional fees/charges (specify)			
Total Cost of all Vehicles, including tax:			

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Tour Package (i.e. American Experience, Heritage, USA Cheer)	Quote 1	Quote 2	Quote 3
Name of Company:			
Name of Agent:			
Date Quoted:			
Number of Nights:			
Trip Includes (bus, airfare, hotel, group meals, clinics, # of chaperones paid, etc.):			
Additional fees/charges (specify):			
Total Cost of Tour Package, including tax:			

NOTES:

1 - We strongly recommend that the District travel insurance is purchased even though insurance may be provided by the tour company since the District insurance is usually less expensive and much more comprehensive.
 2 - If the tour package does not include transportation, quotes for the bus or airfare must still be faxed to Purchasing for anything procured by the school group.
 3 - If American Experience or Heritage is used, 3 quotes are not needed. Please fax this quote sheet to Purchasing anyway, noting the name of the chosen company, along with your trip information at the top of page 1. This information is placed in a file for your trip and kept in the Purchasing Department.

Group Leader Signature: _____

Date: _____

Principal/Assistant Principal Signature: _____

Date: _____