

Student Overnight Travel Procedures

(AA414 – Student Overnight Travel – Policy Manual)

If booking with district travel buyer	If booking with festival/competition	If booking with outside agency
Complete Student Preliminary Overnight Travel Proposal - (if you need assistance with costs estimates, contact district travel buyer)	Complete Student Preliminary Overnight Travel Proposal form	Complete Student Preliminary Overnight Travel Proposal form
Submit preliminary proposal and itinerary to appropriate Assistant Principal and Principal for approval and signature	Submit preliminary proposal and itinerary to appropriate Assistant Principal and Principal for approval and signature	Contact three agencies for quotes. Complete the quote sheet with quotes from three travel agencies/tour companies, noting the name of the chosen company.
Submit for approval preliminary proposal and itinerary to Administrator of Schools forty five (45) days prior to departure	Submit for approval preliminary proposal and itinerary to Administrator of Schools forty five (45) days prior to departure	Email the three quotes to district travel buyer in purchasing. If lowest bid is not selected an explanation of choice is required. (MUST BE DONE if booking trip on your own)
Approval received - may proceed	Approval received - may proceed	Submit preliminary proposal and itinerary to appropriate Assistant Principal and Principal for approval and signature
Hold Parent Meeting - Provide the following forms: Parent Approval Survey Consent for Student Travel and Medical Release Form	Hold Parent Meeting - Provide the following forms: Parent Approval Survey Consent for Student Travel and Medical Release Form	Submit for approval preliminary proposal and itinerary to Administrator of Schools forty five (45) days prior to departure
Arrange for chaperones (ratio of 1 chaperone per 10 students, minimum of 2) Non-district employees must complete the Responsible Adult Chaperone form and have prints on file at the District.	Arrange for chaperones (ratio of 1 chaperone per 10 students, minimum of 2) Non-district employees must complete the Responsible Adult Chaperone form and have prints on file at the District.	Approval received - may proceed
Email travel buyer in Purchasing for travel booking (motor coach, airline, hotel, transfers, etc...) School buses are booked through transportation. Travel buyer can assist with Motor Coach bookings	Contact festival/competition for registration and travel. If transportation to the festival/competition is needed see "If booking with travel buyer"	Hold Parent Meeting - Provide the following forms: Parent Approval Survey Consent for Student Travel and Medical Release Form
Air/motor coach itinerary received	Follow procedures for rooming lists and airline passenger lists as instructed by tour company.	Arrange for chaperones (ratio of 1 chaperone per 10 students, minimum of 2) Non-district employees must complete the Responsible Adult Chaperone form and have prints on file at the District.
Request hotel rates, taxes and fees	Advisor makes arrangements for group meal(s) when needed	Follow procedures for rooming lists and airline passenger lists as instructed by booking travel agent.
Hotel Booked (include bus driver room and bus parking, if necessary)	Pay for group meal(s)	Advisor makes arrangements for group meal(s) when needed
Request airport/hotel transfers	Pay outside travel provider for trip package	Pay for group meal(s)
If ticketing air, email passenger list to travel buyer. Must include names as they appear on Gov't issued ID, dates of birth and gender	Receive travel documents from tour company	Pay invoice from purchasing for any credit card charges (insurance, motor coach, etc...)
Email rooming list for hotel to district travel buyer	Pay invoice from purchasing for any credit card charges (insurance, motor coach, etc...)	Email Student Overnight Travel Insurance Request form with names of all participants, including chaperones, to Administrator of Schools
Airport/hotel transfers booked	Email Student Overnight Travel Insurance Request form with names of all participants, including chaperones, to Administrator of Schools	Submit for approval Student Final Overnight Travel Request and final itinerary to Administrator of Schools seven (7) days prior to departure
Advisor makes arrangements for group meal(s) when needed	Submit for approval Student Final Overnight Travel Request and final itinerary to Administrator of Schools seven (7) days prior to departure	Final approval received including certificates of insurance
Pay for group meal(s)	Final approval received including certificates of insurance	
Receive travel documents from district travel buyer	<p>Student Overnight Travel Documents can be found at: https://purchasing.jordandistrict.org/travel/travelforms/</p> <p>NOTE: District issued P-Cards are not to be used to pay transportation or lodging for overnight travel</p> <p>District Travel Buyer: Stephanie Nicholson - stephanie.nicholson@jordandistrict.org Administrator of Schools' contact: Marilyn Smith - marilyn.smith@jordandistrict.org</p>	
Pay invoice from purchasing for travel credit card charges		
Email student overnight travel insurance request form with names of all participants, including chaperones, to Administrator of Schools		
Submit for approval Student Final Overnight Travel Request and final itinerary to Administrator of Schools seven (7) days prior to departure		
Final approval received including certificates of insurance		