

Directions: Please use this sheet as a guide to ensure you have all the necessary information included to allow for a more efficient review of your request. When traveling with students using internal funds that requires Superintendent Approval, it is expected that the lowest cost vendor be chosen.

| Included in packet (Yes or No) | Category | Item Description | Notes |
|--------------------------------|---------------------------|--|-------|
| | <u>Charter Bus</u> | <p>Are the buses on the approved list? https://docs.google.com/document/d/13fplbRNe753ycFhmja8oaZkc5qsXyewbRoAMVaQM4SU/edit</p> <p>Provide three quotes which must be close in comparison and less than 30 days old and has not expired at time of submission. To be considered close for comparison purposes: A) All quotes must either include or exclude: a room for the driver, tolls, and parking. (Note: You may reserve the lowest bid charter on your Internal Funds Pcard.) B) Bus size (passenger capacity range) must be similar. C) Dates and destination must match.</p> <p>What bus was selected? _____</p> | |
| | <u>Vans</u> | <p>Elementary: Contact District Travel office to reserve Middle: Contact District Travel office to reserve High: Using 100% IA funds - reserve on the school's Avis/Budget account according to needs; Partially funded by the District - Contact Rhonda Dix @ 850-469-6191 to reserve. Provide rental information as part of packet submission</p> | |
| | <u>Flight</u> | <p>Work through District-contracted travel agency and provide documentation as part of packet submission. (quote showing names of attendees and cost per person)</p> | |
| | <u>Hotel</u> | <p>Provide three quotes which must be close in comparison. To be considered close for comparison purposes: A) All quotes must detail the number of rooms per night and the number of nights. <i>(Can be screen shot or written)</i> B) Identify how the rooms will be appropriated (Example: 1 for the bus driver (required, if charter bus is obtained), 1 for the teacher, 2 chaperones per room, 4 students per room, etc). C) Dates and destination must match. D) Identify any required parking charges (if applicable). E) Identify any "extras" included for value-add (Example: free breakfast) F) If lowest hotel cost is not selected, please give reason why? G) If hotel selected is required by event, please check here _____ What hotel was selected? _____ See Travel Agent/Agency below for hotel information _____</p> | |

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| | <u>Travel Agent/Agency</u> | <p>Provide the proposal document from the Travel Agent outlining what is included in the package price.</p> <p>*If the trip will occur in another state, three quotes and the name must still be provided, regardless of whether the trip is arranged by a travel agency or not.</p> <p>*If the trip is part of a competition or event that does not allow alternative hotels or charter buses to be used, the travel agent must still supply the charter bus company quote and the name and location of the hotel.</p> <p>Provide a point of contact (name, phone number, email)</p> | |
| | <u>Meals</u> | <p>Describe how meals will be handled. (Can either answer below under "Notes/Comments" or provide quotes/screenshots indicating meal selections).</p> <p>A) Will each student/adult be responsible for paying their own meals?</p> <p>B) If there are any meal plans/special dinner/show events, please identify the price per person per meal.</p> | |
| | <u>Attraction/Event Tickets</u> | <p>Provide screenshot/quote/email showing the location and price per person. If there are any special promotions (i.e., for every 10 tickets purchased, 1 is free), please highlight/indicate that as well.</p> | |
| | <u>Badging Requirements</u> | <p>Badging requirements in the state of Florida and out:</p> <p>In-state: Charter bus driver(s) require either the Escambia County School District vendor badge or the State of Florida vendor badge while tour group leader(s), District-paid security should be badged with either a State of Florida or the local school district badge.</p> <p>Out of state: If the names are known in advance for the charter bus driver, the tour group leader, or the paid security; then those individuals' information should be submitted through Raptor with proof of clearance included in the packet. If not known until arrival, then the teacher is responsible for verifying information on Rapter and retaining a screenshot. Chaperones should be badged or have a line of sight</p> | |

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| | <u>Security Services</u> | <p>If you or the travel agency will be obtaining security guard services, the following must be included with your packet:</p> <p>A) A copy of the proposal</p> <p>B) A copy of the Certificate of Insurance ("COI") that shows the additional insured as "The School District of Escambia County for (insert school name)"</p> <p>C) Badging information as outlined in prior section.</p> | |
| | <u>Miscellaneous/ Extras</u> | Include any additional quotes for items/services that are associated with the trip that contribute to the overall cost. Examples include: t-shirts, security services, etc. | |
| | <u>Payments by participants</u> | <p>How much is each student expected to pay? _____</p> <p>How many students are planned for? _____</p> <p>How much is each chaperone expected to pay? _____</p> <p>How many chaperones are planned for? _____</p> | |
| | <u>Additional documents to include</u> | <p>Please include the following (if applicable):</p> <p>A) Approval of Expenditure(s) from Internal Funds form</p> <p>B) Completed Request Form for Field Trips/Off Campus Activities (as found under Appendix B of the Student Trip Guide located at the Transportation Department website, https://docs.google.com/document/d/e/2PACX-1vS2Dg-mUBUhN6BhNoC5v8zjsOaESOJzDpMg3RWggv8PrxZz2oxmzPsDMqD7TPEqM8K_d485W483TK9a/pub)</p> <p>C) Itinerary</p> <p>D) Letter to parents/guardians regarding trip</p> <p>E) Internal Funds Trip Guide</p> | |

Notes/
Comments