

**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>	Are the buses on the approved list? (See <a href="http://ecsd-fl.schoolloop.com/tripscharters">http://ecsd-fl.schoolloop.com/tripscharters</a> ) Provide three quotes which must be close in comparison. To be considered close for comparison purposes: A) All quotes must either include or exclude: a room for the driver, tolls, and parking. B) Bus size (passenger capacity range) must be similar. C) Dates and destination must match. What bus was selected? _____	
	<u>Vans</u>	<b>Elementary:</b> Contact District Travel office to rent <b>Middle:</b> Contact District Travel office to rent <b>High:</b> Using District contract, rent on your own according to needs Provide rental information as part of packet submission	
	<u>Flight</u>	Work through District-contracted travel agency and provide documentation as part of packet submission.	
	<u>Hotel</u>	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. B) Identify how the rooms will be appropriated (Example: 1 for the bus driver, 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)	
	<u>Travel Agent/Agency</u>	Provide the proposal document from the Travel Agent outlining what is included in the package price. *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. *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 name and the name and location of the hotel. Provide a point of contact (name, phone number, email)	

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	<u>Meals</u>	Describe how meals will be handled. (Can either answer below under "Notes/Comments" or provide quotes/screenshots indicating meal selections). A) Will each student/adult responsible for paying their own meals? B) If there are any meal plans/special dinner/show events, please identify the price per person per meal.	
	<u>Attraction/ Event Tickets</u>	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.	
	<u>Badging Requirements</u>	Badging requirements in the state of Florida and out:  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.  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.	
	<u>Security Services</u>	If you or the travel agency will be obtaining security guard services, the following must be included with your packet: A) A copy of the proposal 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)" C) Badging information as outlined in prior section.	
	<u>Miscellaneous/ Extras</u>	Include any additional 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>	How much is each student expected to pay? _____ How many students are planned for? _____  How much is each chaperone expected to pay? _____ How many chaperones are planned for? _____	

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	<p><b><u>Additional documents to include</u></b></p>	<p>Please include the following (if applicable):</p> <ul style="list-style-type: none"> <li>A) Approval of Expenditure(s) from Internal Funds form</li> <li>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,  <a href="https://docs.google.com/document/d/e/2PACX-1vS2Dg-mUBUhN6BhNoC5v8zjsOaES0JzDpMg3RWggv8PrxZz2oxmzPsDMqD7TPEqM8K_d485W483TK9a/pub">https://docs.google.com/document/d/e/2PACX-1vS2Dg-mUBUhN6BhNoC5v8zjsOaES0JzDpMg3RWggv8PrxZz2oxmzPsDMqD7TPEqM8K_d485W483TK9a/pub</a>)</li> <li>C) Itinerary</li> <li>D) Letter to parents/guardians regarding trip</li> </ul>	

**Notes/**  
**Comments**