

Travel and Budget Plan

- **Purpose?**
 - Identify the purpose of the trip (to attend a conference, parade, etc.)

- **Where? (location?)**
 - Identify the destiny (are there side trips involved, if so, describe in detail)
 - Curricular (GF) or Extra-Curricular (ASB)
 - Is Board Approval Required?
 - If so, this needs to be done **BEFORE** the trip is approved and **BEFORE** any fundraising for the trip is approved.

- **When?**
 - What are the specific travel dates between each destiny?
 - What time of day will they depart and return? (needed to determine the meal plan)

- **Who? (Who are the authorized and unauthorized travelers?)**
 - Chaperones?
 - Name of the person responsible for the trip? (must be a school employee)
 - Names of additional authorized chaperones? (be specific)
 - Background Checks completed?
 - Bus Driver(s)
 - How many bus drivers will be necessary?
 - What bus driver expenses will be paid for? (hotel, meals, activities?)
 - Students?
 - Names of the authorized students taking this trip?
 - Others attending?
 - Any one else going that is not identified above (adults or extended family members)?
 - If so, who, why and how are their expenses getting paid for? (must be specific).
 - Note: Unless pre-approval is obtained, travel expenses for unauthorized attendees are not to be charged to the school district.
 - Will any of these individuals have access to students?
 - If so, have they had background checks?

- **How?**
 - Travel Expenses of *authorized travelers* (Bus, car, taxi, airplane, etc.?)
 - Who is responsible for making and confirming these arrangements?
 - Shuttle or Car Rental (cannot be used for personal purposes)
 - Is there any reimbursable mileage involved?
 - Ferry tickets needed
 - Parking allocation needed?
 - Anything else required.

- **Other Expenses?**

- Lodging/Hotel

- How many rooms are needed?
- What is the room assignment? (for authorized chaperone and authorized student)
- What type of rooms are necessary? (single rooms vs. doubles)

- Food

- What is the meal plan from the time of departure to the time of return?
- Who is covered under each meal? (need to ensure that only authorized travelers are included in each meal)
 - If there are free meals provided then the overall cost of the meal expense should be reduced (we can't give the free meals to unauthorized individuals).
- Are students and chaperones required to pay for some of their own meals?
 - If so, which specifically which meals?

- Registration to the event(s)

- What events are planned?
- Who is authorized to go to each event?
 - Be specific—no freebies to parents, spouses, children or extended family members that are not authorized students or chaperones.
 - If there are free entrance fees provided the overall cost of the entrance fees should be reduced (we can't give the free tickets to unauthorized individuals.)

- Contingency Expenses (emergencies only).

- How much is allocated for emergency contingency purposes?
- Does the person in charge understand the intended purpose of contingency funds (the use of these funds is not intended to be used for optional side trips)
- What are some reasonable and unreasonable expenses that would fall into this category?

- **Budget Approval and Budget Capacity?**

- Are there fees or donations involved?

- If so, how much and who is required to pay by when (deadlines)?
- What if the local funds do not come through?
 - Can we afford to pay for the commitments involved without the donations? (what is our backup plan/risk level?)

- What is the total expense of this trip (including fees and donations)

- Was this a planned activity that was included in the budget?

- What budget approval is required? (principal, student body, etc.?)

- **Paying for Expenses**

- Who is responsible for initiating the detailed requisitions?
- What timelines are involved to make the trip successful?
- Will a credit card be needed to commit expenses for this trip?
- Will a credit card be needed to take on this trip?
 - If so, what are the transactions requirements (daily and totally are needed for the card)?
 - Who is responsible for picking up the card, possession (transactions posted to the card) and return of the card?
- Receipts?
 - Who is responsible to make sure what is purchased matches the travel plan?
 - Who is responsible for bringing back receipts for every transaction? (hotel, meals, entrance fees, etc.)
- Who is responsible for completing the travel form and receipts?
- Who is checking to make sure all expenses meet what was approved? (this needs to be different person than the traveler responsible for the trip)