



TRAVEL BID

# Checklist

**DIRECTOR'S CHOICE**<sup>SM</sup>  
TRAVEL+LEARN+PERFORM



## *Being a Good Steward*

Price is always an important factor when making any decision for your school district, but it shouldn't be the only consideration when evaluating travel for your students. Being a good steward is more than financial. It includes concern and assessment of safety, risk management, and credibility.

A thorough analysis of any student travel proposal or bid should include questioning and comparing these critical areas to ensure you know exactly what you are getting for the quoted price.





## *Transportation*

### ✓ **MOTORCOACH**

*Is there a motorcoach tolerance built into my pricing?*

*Am I protected if my number of participants is reduced and I'm using less seats on the bus?*

*Are the new rules for overnight driving accounted for?*

### ✓ **AIRFARE**

*How much is the airfare in my package?*

*How is it estimated?*

*Will my price increase when real airfare is available for purchase?*



## *Money Matters*

### ✓ **INDIVIDUAL BILLING OPTION**

*Is individual billing an option allowing participants to pay online, eliminating the liability of handling cash?*

### ✓ **ADDITIONAL COSTS**

*Are gratuity, bus driver accommodations, parking fees and baggage fees included?*



## *Money Matters*

### ✓ **DEPOSIT**

*Will we be held to a non-refundable deposit when the real air is available for purchase at a higher cost than estimated?*

### ✓ **PAYMENTS + CANCELLATIONS**

*Are payment and cancellation terms upfront and in writing?*

*Are custom payment schedules available if needed?*

*What payments are non-refundable?*



## *Accommodations*



### **HOTEL**

*Where is the hotel located?*

*Is security available?*



### **QUAD OCCUPANCY**

*Will we be penalized for having an odd number of students?*



## *Risk Management*



### **LIABILITY INSURANCE**

*What kind of general and professional liability insurance does the travel provider have?*

*Is it enough to protect me and my students?*



### **ACCREDITATION**

*Is the travel company an accredited member of SYTA (Student Youth Travel Association)?*





## *Risk Management*



# 24/7 TRAVEL INSURANCE

*What happens if you have a complication,  
question or unforeseen circumstance on the road?*

*Is the travel company available 24/7 with an actual  
person to assist you?*

## WANT MORE RESOURCES?

*Browse through our entire Director's Toolkit  
for more inside tricks, tips, and guides!*

**ACCESS TOOLKIT**