

DISTRICT CONTRACT USE INSTRUCTIONS FOR STUDENT TRAVEL

The following steps need to be completed for all student travel, when using the District Student Travel Contracts:

1. Discuss plans with school principal and fill out Extended Travel Request Application with signatures of sponsoring instructor and principal.
2. Contact at least one (1) or more of the contracted vendors, if desired, listed below to develop trip itinerary and obtain pricing. Only one (1) bid is required, when using the District Contracts.
3. Obtain parent/guardian survey by PTA/PTO representatives (Need 80% support of plan to pass).
4. Submit Extended Travel Request Application along with the parent survey results, a detailed cost breakdown, and a trip agenda to designated school director for approval.
5. Obtain Extended Travel Registration and Informed Consent Form for each student from parent/guardian.
6. If applicable, purchase out-of-state travel insurance for all students/chaperones/staff (Company: Moreton and Company; Contact: Jane Wilson; Phone: 801-715-7112; Email: jwilson@moreton.com). School will issue a purchase order to pay the insurance premium, once you have received the insurance invoice/policy and proof of insurance cards for your trip.
7. All agreements/contracts must be reviewed by the Purchasing Department for approval, prior to signature. The Purchasing Department will provide direction to obtain signatures. Send a copy of signed agreements/contracts to CoriDawn Oleson in the Purchasing Department at coleson@dsdmail.net for requisition processing for a purchase order.
8. School will issue a purchase order to process payment installments (i.e., deposit and first, second, third, and final payments, etc.) to the travel agency. School may contact the Purchasing Department to receive instructions on how to submit a requisition to apply payment installments to the contract.
9. All travel agency fees will be invoiced separately and sent to the Davis School District Accounting Department. The school will pay for the travel expenses and the District will pay the travel agency fees for service.

District Student Travel Contracts

Travel Agency	District Contract	Contact Information	Specialty	Travel Agency Fees for Service (Paid by District)
Educational Tours & Travel Corporation	M20-001	Todd Jones	All Types of Travel	16%
		Phone: 435-656-4849		
		Email: todd@ettours.com		
		Rex Davis		
		Phone: 435-656-4849		
		Email: rex@ettours.com		
Bob Rogers Travel Inc	M20-002	Tom Merrill	Performance Ensembles	5%
		Phone: 800-373-1423 x 263		
		Email: Tmerrill@bobrogerstravel.com		
Holiday Motor Coach LLC	M20-003	Karen Ewert	All Types of Travel	Airline – Per Person - \$30.00; Ground Transportation – Per Bus - \$200.00; Hotel w/Airport Transfers – Per Person - \$15.00; Hotel Only – Per Person - \$10.00; Per Activity/Group Meal - \$120.00
		Office Phone: 801-657-5533 x 3000		
		Cell Phone: 801-573-2036		
		Email: Karen.ewert@holidaymctravel.com		
Infinity Tours and Events LLC	M20-004	Michael Crockett	All Types of Travel	10%
		Phone: 801-885-3780		
		Email: mike@myinfinitytour.com		
		Greta Crockett		
		Phone: 801-850-8191		
		Email: greta@myinfinitytour.com		
WorldStrides (Formerly Adventures America)	M20-005	Gretchen Noack	All Types of Travel	10-15%
		Phone: 866-656-6105		
		Email: gretchen.noack@worldstrides.com		