

INTERNATIONAL OR EXTENDED DOMESTIC TRAVEL

Standards and Criteria Checklist for Travel Agencies
Western Dubuque Community School District

Submit this form to Superintendent's Office at least 12 weeks prior to departure.

School:		
Group:		
Departure Date/Time:		Return Date/Time:
Teacher/Coach/Advisor who is Primary Contact:		
Name of Selected Tour Company:		
Yes	No	
		Listing of what tour fees include
		Listing of what the tour fee does not include
		Procedures for enrollment
		Enrollment deadlines
		Cancellation policies
		Payment schedules and process for payment
		Information on travel protections plans
		No alcohol policy
		Information on liability protection provided by the agency

Approved: May 14, 2012

Reviewed:

Revised: