

Department/Organization:	Trip Name:
Destination:	Prepared by:
Denarture/Return:	School:

## **District Quote Form -Student Travel**

ebo	Trip Name:						Departme	nt/Organization:				
SCHOOL DISTRICT	Prepared by:							Destination:				
District Quote Form - Student Travel	School:		Quote #1 -	Required	 		De Quote #2 -	parture/Return:		)uote #2 - P		d if over \$50,000
This worksheet should be used to document quotes between vendors for any student travel expenses. Please fill all applicable information. If you are missing any information, please confirm with the vendor that it is included in their given cost. When getting comparative quotes from vendors, please make sure you are quoting the same trip plans, etc. so we get a true price comparison. Please attach all quotes to this form when submitting.	Vendor Name: Vendor Phone #: Contact Name: Date of Quote:		Quote #1 -	Nequireu			Quote #2 -	Required		(uote #3 - Re	quire	a 11 over \$50,000
Description - Please lists costs as a "per person" expe	ense	QTY	Unit Price	Extended Price		QTY	Unit Price	Extended Price	Q	TY Unit Pri	ce	Extended Price
Airfare  Hotel cost for students. Occupancy per roor  Hotel costs for adults and chaperones  Land Transportation Costs  Meals (make sure each vendor is including same numb  Clinics/Workshops/Exchanges  Trip Gratuities - These need to be included or stated that they	per of meals)											
Please attach all bids that document bid above.			Total				Total		$\  \mathbb{F} \ $	Tota		

Please attach all bids that document bid above.

Please check this box confirming your understanding that, upon approval, the purchase order will be made for the amount listed in the "total" line of the winning vendor.