



STUDENT TRAVEL INFO & PROCEDURES

No students travelling?

Coach/Advisor travel arrangements are coordinated with your Area secretary.

Date of trip vs. Triptracker submitted trip date:

If trip date is before or after date range on Triptracker, the trip needs to be re-submitted for Board approval.

Re-submission isn't needed if date is within dates submitted on Triptracker.

Board Approval date:

Date of travel cannot be before Board approval date.

Please be aware of submission dates for travel arrangements.

Hotel Info:

Please submit 2 hotel choices.

Please note unless coach/advisor already has a room list, online sites (Expedia, Travelocity, etc.) cannot be used since they require an individual name for rooms.

Is there a room block or group code?

Need to book hotel through event website/contact person?

Does coach/advisor require free breakfast?

Holiday Inn Express, Hampton Suites & Best Western typically offer free breakfast.

Please ask/provide if coach/advisor is a hotel rewards or AAA member
(may qualify for better room rate)

Revisions to hotel reservation?

Please email or contact me for any revision needed. Do not contact hotel directly.
This ensures the hotel billing will be accurate with credit card statement.

Airline Info:

The following passenger info is required: name, birthdate & gender
(matching photo ID exactly)

Thank you. I appreciate your cooperation.

April Morris, Travel Analyst
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