

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**AIRLINE / TOUR COMPANY / INSURANCE CHECKLIST**

**This form is to be completed by Principals prior to approving all travel requests by staff and attached to the Request for Overnight Field Trip, Extended Overnight Field Trip and Excursion form.**

Prior to approval all travel request by staff, Principals are to clearly understand the answers to the following questions as they apply to individual trip applications.

Principals are to:

- a. record the answers and file responses at the school;
- b. submit the responses with the checklist to your Area Superintendent, if the trip is required to have Superintendent and/or Board approval;
- c. instruct the tour supplier to forward a letter outlining their understanding of the Terms and Conditions **prior to any finalization/approval** of the trip. (fax copy of checklist to agent if required).

**NOTE:** When applicable, determine the exact date and time period each policy checked on the following list is in effect and the length of time it remains in effect, (i.e. cancellation of trip without penalty must be made by – date and time; cancellations with fifty-percent refund must be made by – date and time; cancellation done in writing individually or by the entire group signing a letter, etc.)

**AIRLINE SPECIFIC QUESTION CHECKLIST**

	IATA Airline Carrier
	Cancellation Policy, Notification Procedure and Penalty
	Name Change Penalty
	Final Payment Policy
	Minimum Group for Discount and Bonus Free Travel Voucher Policy
	Seating Reservation Procedure
	Delay or Cancellation Policy and Assistance Provided
	Cancellation Due to Terrorism, Airport Security or War Policy
	Cancellation of Trip by Board Prior to Departure Policy
	Deposit or Payment Refund Policy
	Passenger Re-Routing Policy
	Lost Bag Delay Policy
	Connecting Flight Policy
	Insurance Accident Coverage
	Office in Travel Destination Number
	Fax or Send Copy of all Agreed Terms and Conditions of Trip PRIOR to Approval

<b>TOUR COMPANY (TRAVEL AGENCY OR WHOLESALER) SPECIFIC QUESTION CHECKLIST</b>	
	Approved TICO Agency or Company
	Assistance Provided for Group While on Trip (24/7)
	List of Service Fees Charged for Trip
	Best Student Rates
	Can Student/Staff Accounts be Checked On-line?
	Website for Parents/Guardians to Check on Progress of Group?
	Tour Director or Company Manager Name
	Cancellation Policy, Notification Procedure and Penalty
	Name Change Penalty
	Minimum Group Discount and Bonus Free Travel Voucher Number
	Delay or Cancellation Policy and Assistance Provided
	Cancellation Due to Terrorism, Airport Security or War Policy
	Cancellation of Trip By Board Prior to Departure Policy
	Deposit or Payment Refund Policy
	Passenger Re-Routing Policy
	Guaranteed Travel Dates (Departure and Return) Policy (in writing)
	Accommodation Policy for Students and Staff if Trip Delayed (Departure or Return)
	Change of Published Accommodation Policy
	Change of Published Tour Attractions Policy
	Change of Published Tour Transportation Policy
	Fax or send copy of all agreed Terms and Conditions of Trip PRIOR to approval
<b>INSURANCE (DELUXE PLAN) SPECIFIC QUESTION CHECKLIST</b>	
	Specifics of Plan for Student and Staff Coverage
	Parental Coverage through Other Group (VISA, American Express) – Applicable on Trip?
	Coverage for Sickness or Accident Prior to Trip
	Coverage for Sickness or Accident While on Trip
	Coverage for Death of Family Member Prior to Trip
	Coverage for Death of Family Member while on Trip
	Coverage for Death While on Trip
	Cancellation for Terrorism, Airport Security Closure or War
	Coverage for Airline or Tour Company Closure
	Fax or send copy of all agreed Terms and Conditions of Trip PRIOR to approval

Date of Conversation	With (name of person)
By (name of person)	