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|  | Department: Program-Travel | Title: Travel Accommodations and Meals |
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| Document ID: <i>(leave blank at this time)</i> | Revision: | Effective Date: 2/2024 |

Purpose: *To ensure that travel trip accommodations and meals are adequate, economical, and meet program standards for cleanliness, safety, and variety.*

Scope: *This procedure applies to the Program Department- Travel.*

Responsibilities: *Girl Experience Manager-Travel and Program Managers*

Frequency: *Ongoing*

Timeframe: *Travel Trip Accommodations and Meals are part of trip planning, which is a continual process.*

Procedure:

1. Read reviews and research amenities when choosing hotels.
2. Hotels should be:
 - a. Reputable
 - b. Clean
 - c. Accommodating for double occupancy
 - d. In close proximity to scheduled events/activities
3. Whenever possible, book hotels that include breakfasts.
4. Whenever possible, book hotels that have a pool, particularly for younger age groups.
5. Consider hotels with reward programs that can be utilized on future trips.
6. Research and understand the cancellation policy of each hotel and work within their requirements.
7. Be aware that some countries and states have additional taxes and fees (i.e. lodging tax).
8. Be aware of deposits that may be required to reserve hotel rooms or group meals.
9. When reserving group meals, determine whether a private room must be booked in addition to the meals.
10. Explore the possibility of meal or activity vouchers offered with hotel stays.
11. Make sure all necessary contracts are finalized and signed by all parties.

References:

- *Travel Trip Calendar Planning SOP*
- *Travel Trip Budgeting and Pricing SOP*
- *Travel Trip EF Tours SOP*
- *Travel Trip WAGGGS SOP*
- *Travel Trip International Travel SOP*
- *Travel Trip Chaperones SOP*
- *Travel Trip Staff Chaperones SOP*
- *Travel Trip Emergencies and Special Considerations SOP*
- *Travel Trip Administrative Management SOP*
- *Travel Trip Delivery and Management SOP*
- *Safety Activity Checkpoints*
- *Travel Tracker*

Revision History:

| Revision | Date | Description of changes | Approved By: |
|-----------------|-------------|-------------------------------|---------------------|
| 0 | | Initial Release | |