

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

Purpose: *To ensure that the travel program being offered is as affordable as possible and that costs are accurately reflected in the trip price.*

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

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

Frequency: *Ongoing*

Timeframe: *Travel Trip budgets are part of trip planning, which is a continual process. Final trip price must be determined at the time that registration goes live.*

Procedure:

1. Identify main price points:
 - a. Hotels
 - b. Transportation- Airlines, Trains, Coach bus, School bus, Public Transportation
 - c. Meals
 - d. Attractions/Activity Vendors- Tickets, Entry Fees
2. Identify secondary price points:
 - a. Additional taxes and fees
 - b. Trip Insurance
 - c. Cost of staff to attend if not covered by external funds (i.e. EF Tours, grants)
3. Determine the minimum and maximum number of participants and use those numbers to determine shared costs, such as bus transportation, hotels, etc.
4. Specify what additional costs participants may be responsible for while travelling—this typically includes tips, some meals, souvenirs, additional activities that may be part of “free time”.
5. When possible, utilize group rates and package deals.
6. Research and understand the cancellation policy of every hotel and attraction and work within their requirements.
7. Make sure final trip price is inclusive of all taxes and fees.
8. Be aware that some countries and states have additional taxes and fees (i.e. lodging tax).

9. Be aware of deposits required to reserve accommodations, group meals, activities, programs, etc.
10. Determine a payment plan for larger trips.

References:

- *Travel Trip Calendar Planning SOP*
- *Travel Trip Accommodations and Meals SOP*
- *Travel Trip EF Tours SOP*
- *Travel Trip WAGGGS SOP*
- *Travel Trip International Travel SOP*
- *Travel Trip Chaperones SOP*
- *Travel Trip 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	