



SECTION: 701

TITLE: TRAVEL AGENCIES

NESHAMINY SCHOOL DISTRICT

<u>POLICY 701 - TRAVEL AGENCIES</u>		
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3	I. PURPOSE	3
4	A. To establish a uniform procedure for selecting a travel agency for individual groups when such services are necessary.	4
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6	II. RESPONSIBILITY	6
7	A. The business office shall be responsible, through the purchasing department, for administering this policy.	7
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9	B. Administrators and other employees whose travel expenses are paid by the school district shall consult with the director of purchasing for procedures to follow.	9
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13	C. Administrators and staff advisors shall confer with the director of purchasing when educational, school sponsored trips are planned for students that are chaperoned by school district employees.	13
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17	D. Members of the Board of School Directors attending conferences, in accordance with Section 516.1 of the School Code, are subject to the provisions of this Policy.	17
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21	III. ELIGIBILITY TEST	21
22	A. The purchasing department shall maintain a roster of all travel agencies with offices located within the school district who have expressed a written desire to be considered.	22
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26	B. Other agencies may be included upon written request.	26
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28	C. Agencies may be dropped for the list for failure to submit proposals or whose service has been found to be unsatisfactory .	28
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31	D. Failure to include a travel agency on the list shall not render invalid proposals submitted by other agencies.	31
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34	IV. PRIORITY	34

1	ORDER FOR	A. The agency submitting the most acceptable plan for the least cost shall	1
2	SELECTION	be the successful one.	2
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4		B. In the event of identical proposals, the following order shall be used:	4
5		1. Address of agency and an officer of the agency are both located within	5
6		the school district.	6
7		2. Residence of owner is within the school district but business is located	7
8		elsewhere.	8
9		3. Address of officer is outside the district with business address within the	9
10		district.	10
11		4. Agency and officer have addresses outside the district, but have an	11
12		employee who resides within the district.	12
13		5. That agency qualifying under Section VI-A.	13
14	V. EXCEPTIONS		14
15		A. Trips which are not-school related.	15
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17		B. Trips organized by the Intermediate Unit or similar organization when the	17
18		selection of a travel agency is the responsibility of that organization.	18
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20		C. Trips involving group arrangements made by organizations such as	20
21		Pennsylvania School Boards Association.	21
22	VII. PROCEDURE		22
	FOR		
	INDIVIDUALS		
23		A. Agencies with offices located within the district shall be used on a rotating	23
24		basis for trips by individuals with only one agency being used for each	24
25		fiscal year.	25
26	VII.		26
	PROCEDURES		
	FOR APPROVED		
	STUDENT GROUP		
	TRIPS		
27		A. General specifications shall be developed by the staff advisor and the	28
28		administration.	29
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30		B. Specifications shall be submitted to all agencies on the eligible list by the	30
31		purchasing department.	31
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33		C. Bids or quotations shall be received in the purchasing department and	33
34		opened at a specific time.	34
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36		D. Proposal shall be reviewed by the staff advisor and the administration.	36
37		The agency submitting the most acceptable plan for the least cost shall be	37
38		the successful agency.	38
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40		E. An employee of the district is at liberty to consult with any travel agency	40
41		for the purpose of developing open specifications. Such consultation will in	41
42		no way guarantee an award except under the terms and conditions of this	42
43		policy.	43

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F. Bids shall be publicly advertised

G. Travel agencies may confer with the director of purchasing or his/her designee of the district for clarification of specifications or the development of plans. There is no obligation on the part of the school district to advise other agencies of these discussions.

VIII. GRATUITIES

A. Travel agencies may include gratuities in their proposals which shall apply to the expenses of the official chaperones. Other possible gratuities granted shall be credited to the group in the form of a cost reduction.

B. Adults accompanying the group, other than in an official capacity or as designated chaperone, shall be responsible for their own expenses in an amount no less than that paid by a student.

JEF:jh
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