

## INDEPENDENT TOUR LEADER COMPENSATION PROGRAM

***An itemized invoice must be submitted in order to receive payment for your services.***

Upon completion of your trip, please submit your invoice online at <http://tl.scholasticatravel.com/submit-invoice>.

### Independent Tour Leader Compensation

	<b>Licensed per day</b>	<b>Non-Licensed per day</b>
	12:01am-11:59pm	12:01am-11:59pm
Primary tour leader with 75 or more Scholastica trips of experience	\$ 275.00	\$ 240.00
Primary tour leader with 20 or more Scholastica trips of experience	\$ 265.00	\$ 230.00
Primary tour leader with less than 20 Scholastica trips of experience	\$ 255.00	\$ 220.00
Assistant tour leader with 75 or more Scholastica trips of experience	\$ 250.00	\$ 215.00
Assistant tour leader with 20 or more Scholastica trips of experience	\$ 240.00	\$ 205.00
Assistant tour leader with less than 20 Scholastica trips of experience	\$ 230.00	\$ 195.00

### Independent Tour Leader Reimbursements

	<b>Amount</b>	<b>Billing Increment</b>
Primary Tour Leader Additional Bus Supplement - No Assistant **See explanation	\$ 25.00	Per bus, Per day
Primary Tour Leader Additional Bus Supplement - With Assistant **See explanation	\$ 15.00	Per bus, Per day
Alternate Schedule Leader Supplement **See explanation	\$ 20.00	Per day
Primary Tour Leader Phone Reimbursement	\$ 10.00	Per trip
Assistant Tour Leader Phone Reimbursement	\$ 5.00	Per trip
Meet the Group at Origination	\$ 25.00	Per trip
Meet the Group enroute	\$ 10.00	Per trip
Night Security (billed in 15 minute increments starting 15 min after contracted time)	\$ 4.00	Per 15 minutes
Mileage (This includes tolls, gas, parking, etc)	\$ 0.50	Per mile
Housekeeping Tip	\$ 2.00	Per night
CPR Certification / Must send a copy of your current certificate.	\$ 10.00	Per trip
Travel through the night **See explanation	\$ 60.00	Per trip
Breakfast	\$ 10.00	Per meal
Lunch	\$ 15.00	Per meal
Dinner	\$ 20.00	Per meal

*We do not expect to be billed for a meal if your meal has been provided complimentary or is included in the groups' bill.*

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### **Important Information for Billing:**

- \* Any charges not listed above must be approved by the office before the trip commences if reimbursement is expected.
- \* Before you accept a tour assignment, we would appreciate knowing if you anticipate the need to stay overnight before or after the trip. Please note this when you return your assignment confirmation. Due to trip budgets, we reserve the right to make changes based on this information.
- \* Invoice for the days that you are with the group. For example, if you travel the day prior to meet the group the following day, your first billable day starts when you meet the group.
- \* A \$25 per day tip is priced into the trip on the group's behalf. This tip will be included on your check. Scholastica reserves the right to withhold this tip should extenuating circumstances apply. If this is the case, you will be notified.
- \* For Cash Meals Only: If the included meal is less than the per diem expense, you may bill for the difference. For example, if the included dinner is \$15 cash, you may bill for \$5.

### **Additional Bus Supplement Explanation**

- \* Payable to primary tour leaders for the additional buses on the trip. For example, the tour leader would bill for one additional bus on a two bus trip. Likewise, the primary would bill for two additional buses on a three bus trip.

### **Travel through the Night Explanation:**

- \* Payable when you meet the group prior to midnight to begin the trip. For example, if you meet the group at 7:00 pm, you would bill us \$60 for day 1; day 2 begins at midnight. On the last day, if the group arrives home after 12:30am, then you would bill us for \$60. If you meet the group at midnight to depart or if the group arrives home by midnight, the daily rate covers this.

### **Alternate Schedule Leader Supplement Explanation:**

- \* Payable to assistant tour leaders who direct two or more buses under an alternate schedule. For example, if a 6 bus group operates with 3 buses following schedule A and 3 buses following schedule B, the assistant who is the lead on schedule B would receive an additional \$20 per day.