

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>.
 Invoice submission is requested within 30 days of trip completion for prompt payment.

Independent Tour Leader Compensation

	Amount	Billing Increment
Primary Tour Leader	\$ 415.00	\$75 per day tip included
Assistant Tour Leader	\$ 375.00	\$75 per day tip included

Independent Tour Leader Reimbursements

	Amount	Billing Increment
Primary Tour Leader Extra Buses - No Assistant	\$ 75.00	Per bus, Per day
Primary Tour Leader Extra Buses - With Assistant	\$ 20.00	Per bus, Per day
Alternate Schedule Leader Supplement	\$ 15.00	Per day
Mileage	\$ 0.725	Per mile
Housekeeping Tip	\$ 5.00	Per trip
Night Security	\$ 4.00	Per 15 minutes
Overnight Travel	\$ 75.00	Per trip
Breakfast	\$ 20.00	Per meal
Lunch	\$ 20.00	Per meal
Dinner	\$ 20.00	Per meal

Billing Explanation (Please refer to this section when completing your tour leader invoice)

- *Primary Tour Leader Extra Buses – No Assistant:* Please indicate the number of buses that do not have a tour leader on the bus.
- *Primary Tour Leader Extra Buses – With Assistant:* Please indicate the number of buses on the trip minus your own bus.
- *Alternate Schedule Leader Supplement:* Payable to assistant tour leaders who direct two or more buses under an alternate itinerary.
 For example, 2 buses are running an A itinerary, and 2 buses are running a B itinerary, the leader of the B itinerary would bill for an additional \$20 per day.
- *Mileage:* This is the standard IRS mileage rate. This includes tolls and gas.
- *Housekeeping Tip:* Please provide \$5 for the Housekeeper during your stay
- *Night Security:* This can be billed in 15-minute increments starting 15 minutes after the contracted time if security arrives late.
- *Overnight Travel:* This can be billed if the group arrives home after 12:00am.
- *Meals:* Meals should only be billed for if they are not included in the group meal allotment or bill.

Important Information on Billing

- Gratuity is included in the daily rate.
- Billable days start the day you meet the group.
- Before you accept a tour assignment, please indicate if a hotel stay is required. We cannot guarantee payment for any expense not listed above.
- 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.