**Name:**  \_\_\_\_\_\_/80

**Senior Trip Project**

**Directions:** For the purpose of this assignment, we will assume everyone participating is a senior preparing for a post-graduation trip to be taken in June 20--. You will fully plan every aspect of a senior trip. Use Excel to create spreadsheets and organize data. Submit evidence of excursion costs with final project (Screen shots of each activity provided in one Word document to be printed out with project). Present your findings to the class. **You may work individually or with *one* partner.**

We will assume you’ve been saving for this trip since your junior year and will receive cash gifts for graduation that you will use for your trip. Therefore, *your cash allowance for planning purposes is $1500 for domestic trips and $3000 for international destinations.*

**Minimum Requirements:**

* Set a trip date
* Set a trip location (international or domestic)
* Compare three airlines and airports
* Compare three car rental companies
* Compare three hotels
* Plan at least three excursions
* Estimate the cost of food, souvenirs, gas, passport, tolls, port taxes, tips, etc. (as applicable)
* Estimate the number of miles you’ll travel while exploring the city of your choice
* Create a budget
* Set financial goals (short-term, intermediate, and long-term)

*Extra credit: Prepare a travel itinerary for your trip*

**Airlines** for domestic travel include: American, Southwest, Delta, United, Northwest, AirTran, and Continental (*Note*: some U.S. carriers travel to select overseas destinations)

**Car rental** companies include: Thrifty, Avis, Hertz, Alamo, Enterprise, Budget, Dollar, and National (*Note*: car rental companies require drivers to be 25 years old. Assume an adult is leading the trip.)

**Hotel** options include: Marriott, Motel 6, Travelodge, Days Inn, Comfort Inn, Super 8, Holiday Inn, Drury Inn and Suites, Clarion, La Quinta, and Red Roof Inns

**Excursions** should be limited to places within one hour of the city. For example, if you visited San Francisco, you could travel north to visit the vineyards or southwest to visit Santa Cruz Boardwalk and stay within the one hour travel time. If you were to go further south to Monterey to visit the famous aquarium located there, you would be traveling longer than an hour.

**Other helpful websites**: www.mapquest.com, www.cheaptickets.com, www.travelocity.com, www.frommers.com, www.lonelyplanet.com, www.google.com (using key words such as <city name> visitor or visitor center, travel or city guide, tours, tourism), http://travel.state.gov

**Preplanning Questions**

**The Trip**

-Where do you want to take your trip?

-What are your dates of travel?

-Does your city of choice require any special travel documents? (i.e. visa and/or passport)

-If it requires travel documentation, how much time do you need to allow to get the documents in time for travel?

-If you travel internationally, are you required to obtain any immunizations?

-Where did you find the information?

**The Airline**

-How far will you have to travel from home to get to an airline?

-Does the airline charge for baggage? If so, how much?

-How will you get from the airline to hotel and around the city?

**Ground Transportation**

-Will you rent a car? If so, is it the most practical choice?

-Identify other transport options available at your destination.

-Research the cost of other options (i.e. taxi, charter bus, subway, city bus, tour guide, etc.)

**Accommodations**

-What’s the minimum age to rent a hotel/motel room?

-Is a deposit required? If so, how much?

-Are there other unidentified options for sleeping arrangements? If so, what are they? Is it a more cost efficient method?

**Excursions**

-How many places do you want to visit while you’re there?

-What else do you want to do for which you’ll need to make time?

-Are there other opinions that will need to be considered before the final travel arrangements are made?

-How much down time do you want to have?

-Is your travel plan realistic allowing for time to rest and eat and flexible enough to allow for unexpected/unplanned moments? If not, what changes should be made?

-Do you need to pay a travel guide, interpreter, or driver for their services?

**Miscellaneous Expenses**

-How will you eat while you’re traveling? (i.e. restaurants, microwave meals, fresh fruits/veggies)

-Which travel routes have tolls? How much are they?

-What’s the standard tipping rate for the city you’re visiting?

-How much is the cost of gas in the destination city?

**Data Organization**

**Set up a spreadsheet in Excel to organize the comparisons**. With the results, set up a budget and set financial goals. (*Below is a table to help you organize the data. Your finished work will be compiled either in an Excel table you create or in Word*)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Airport 1 | Airport 2 | Airport 3 | Decision | Cost |
| Airline A |  |  |  |  |  |
| Airline B |  |  |  |  |  |
| Airline C |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Full size bed | Queen bed | King bed | Decision | Cost |
| Hotel 1 |  |  |  |  |  |
| Hotel 2 |  |  |  |  |  |
| Hotel 3 |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Compact | Mid-Size | Full-Size | Decision | Cost |
| Car Rental 1 |  |  |  |  |  |
| Car Rental 2 |  |  |  |  |  |
| Car Rental 3 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Decision | Cost |
| Excursion 1 |  |  |  |  |  |
| Excursion 2 |  |  |  |  |  |
| Excursion 3 |  |  |  |  |  |

**Mileage Estimation**

Use the space below to determine mileage and use that to help calculate the amount you’ll need to budget for gas.

Turn in the following artifacts bound in your project folder:

* Pre-planning questions sheet (completed) 10 points
* Excel spreadsheet with comparison data 15 points
* Word document with excursion screen shots 5 points
* Typed budget 15 points
* Presentation 10 points
* Travel Itinerary 15 points

Folder is neat, organized, and attention to detail was given 10 points

In addition, you’ll prepare a PowerPoint or poster board to present your findings to the class.

**Scoring Guide**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **5** | **4-3** | **2-1** | **0** |
| **Pre-trip questions** | All answers are thorough and complete. Taken seriously. | Most answers are thorough and/or complete. Mostly serious. | Some to few answers are thorough and/or complete. Not very serious. | Incomplete or lacking seriousness. Care and diligence were not apparent. |
| **Data** | Typed spreadsheet. Complete. Organized. Information provided is useful for decision- making and budgeting. | Typed spreadsheet. Missing 1-3 variables but still organized and useful for decision-making and budgeting. | Typed spreadsheet. Missing 4-6 variables. Somewhat organized- unclear for decision-making or budgeting. | Not turned in or incomplete and totally useless for decision-making or budgeting. |
| **Documentation** | Word document contains 4 or more optional excursion screen shots. Pictures are clear/readable. | Word document contains 2 to 3 optional excursion screen shots. Pictures are clear/ readable. | Word document contains 1 to 2 optional excursion screen shots. Pictures are unclear/ unreadable. | Not turned in or very poorly done. |
| **Budget** | Budget is typed. Contains a heading, income, and expenses. Utilizes all 8 common budget categories. | Budget is typed. Contains income and expense section. Utilizes all 5-7 common budget categories. | Budget is typed/ written. Missing a section. Utilizes all 3-4 common budget categories. | Budget is hand-written, sloppy. Missing information. Utilizes fewer than 3 common budget categories. |
| **Organization** | All material submitted in a 3-prong folder with page protectors. Neat, organized and in order. Attention to detail given. Care was exercised. | All material submitted in a 3-prong folder. Mostly neat, organized and in order. Care was exercised. | Most material submitted in a 3-prong folder. Somewhat neat, organized and in order. | Little care was given to the compilation of the project. Artifacts are messy, crumpled, disorganized. No obvious care was given. |
| **Presentation** | Student(s) confidently and clearly presented project results to the class in 3-5 minutes. Presentation materials were logically organized, neat, and easy to read. Voice was clear and easy to hear. Answered questions with authority. | Student(s) confidently and clearly presented project results to the class in 2-3 minutes. Presentation materials were logically organized, neat, and easy to read. Voice was clear and mostly easy to hear. Answered questions with some reservation. | Student(s) presented project results to the class in 1-2 minutes. Presentation materials were lacking clarity and/or organization. Voice was quiet/hard to understand. Answered questions hesitantly. | Student(s) presented project results to the class in under 1 min. Presentation materials were completely unclear, unorganized. Voice was quiet/hard to understand or did not speak at all. Did not answer questions. |