

SINGLE - DAY FIELD TRIP INSTRUCTIONS

The Association of American Geographers
2007 Annual Meeting
April 17-21 2007
Hilton San Francisco
San Francisco, California

COMPLETE FORM MUST BE SUBMITTED BY OCTOBER 1 2006.

Incomplete forms will be returned.

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING:

- All trips will depart from the Hilton San Francisco.
- Be specific in describing the route of the trip - this will be used in determining the cost of transportation and will also be a reference for AAG Conference Management
- Include information regarding special dress or gear requirements (raingear, hiking boots, drinking water, etc).
- If lunch at a restaurant will be part of the trip, include the name, address, phone number, and contact person of the establishment along with the per person cost.
- Box lunches provided by hotel should be estimated at \$40 per person. This price is considerably high, so you may want to consider asking participants to bring money for lunch for your field trip and stopping at a local restaurant.
- Include as many expenses as possible in the basic fee. Trip descriptions should be specific about what is and is not covered in the fee.
- The trip will be budgeted to cover expenses for up to 3 leaders. Additional leaders must pay for lodging, meals, etc. Travel and per diem for field trip organizers or leaders are not allowable expenses.
- Dry-run expenses are allowable budget items.
- **Organizers are responsible for making all arrangements and providing registrants with all materials needed on the field trip.**
- In order to obtain firm bids on costs, organizers should make all initial contacts with restaurants, passenger vessels, etc. (with the exception of buses - the AAG will negotiate and contract bus transportation when required).
- Reimbursement requests must be made in writing to the AAG office and received no later than 30 days after the field trip or site visit is completed. Original receipts for all expenditures are required for reimbursement.
- AAG is unable to reimburse for expenses not estimated and submitted in advance on the budget worksheet.
- The AAG office will coordinate field trip registration and fee collection. Names and addresses of trip registrants will be available one week before the conference. Please note that if your field trip is not filled at that time, on-site registrants may be added.
- **All contracts must be signed by the AAG.**
- **AAG reserves the right to cancel a trip if running it would result in a substantial financial loss to the AAG.**

SUBMISSION METHODS:

FAX: 703-964-1246

**MAIL: AAG 2007 Conference, 11260 Roger Bacon Drive, Suite 402
Reston, VA 20190**

E-MAIL: sheristachowski@conferencemanagers.com

QUESTIONS: 703-964-1240, x23

SUBMISSION DEADLINE: OCTOBER 1 2006

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FIELD TRIP
FORM** Page 1 of 3

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TITLE (as it will appear in all official publications): _____

TRIP DESCRIPTION: Please provide a description (100 words or fewer) of the field trip. The preferred method of submission is via e-mail to sheristachowski@conferencemanagers.com. Be as specific as possible regarding the details of the field trip. Your description will be used for all official publications including the AAG web site and on-site conference program.

Preferred day and date of trip: _____
Departure Time _____ Return Time _____ Total Time _____

SPONSOR (select one)

AAG Specialty Group (specify) _____ Other Group (specify) _____
 No sponsor - organized by individuals

ORGANIZER(S):

Name: _____
Organization: _____
Address: _____
Phone _____
Fax _____
E-mail _____

Name: _____
Organization: _____
Address: _____
Phone _____
Fax _____
E-mail _____

LEADER(S) if different from Organizer(s):

Name: _____
Organization: _____
Phone _____
E-mail _____

Name: _____
Organization: _____
Phone _____
E-mail _____

CAPACITY:

Please choose the maximum number of attendees desirable (include all leaders and organizers) from the following options (options are based on the capacity of 3 different types of buses available).
_____ 20 _____ 40 _____ 50 _____ other

TRANSPORTATION:

What kind of transportation will this field trip/site visit require?

None (walking) Bus Other (specify) _____

Please list all sites (include addresses) you expect to visit:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Approximate total mileage for entire trip: _____

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FULL (ONE) DAY OR HALF DAY TRIPS

Is lunch included in the trip cost? Yes No If yes, is it a Restaurant Meal or Box Lunch
Deposit needed, if any \$ _____ Deposit Due Date _____
Payee contact information (where deposit should be sent):
Contact Name _____
Restaurant Name _____
Address _____
Phone Number _____
E-mail address _____

FIELD TRIP BUDGET WORKSHEET

Please be as thorough as possible. AAG is unable to reimburse for expenses not estimated and submitted in advance.
Name of Field Trip : _____
Maximum number of attendees (include all leaders and organizers) - from page 1: _____

PER-PERSON COSTS (include all taxes and gratuities in each line item)

Box lunch (est. \$40) _____
Other meals _____
Refreshments _____
Admission fees _____
Field Guide/Handouts _____
Other (specify) _____

Total per-person cost _____

FIXED COSTS

Bus Transportation (est. \$550 per 4 hours for 50 passengers) _____
Other transportation _____
Highway Tolls _____
Parking Fees _____
Speaker honoraria _____
Gratuities (bus driver, tour guide, etc) _____
Dry Run expenses (include mileage - \$.34 per mile) _____
Other (specify) _____

Total Fixed Costs _____

To be completed by AAG: FINAL PER-PERSON FEE: \$ _____

The AAG reserves the right to revise and make final determination on all expenses, budgets and fees