

## Ways to Travel as an IRM (Individually Registered Member)

Types of Travel	Funding Options	Payments	Forms Required
GSUSA Destinations	Cookie Dough, IRM Cards, Self-Funded	Pre-payment to council or council partner vendor	The Destination Council provides documentation. Please notify council if you are accepted for a destination trip.
Council Volunteer Led Travel Groups/Troops	Cookie Dough, IRM Cards, Money Earning Activities with group, Self-Funded	Pre-payment to travel group or council approved travel vendor	Travel Group submits intent and travel application forms to council
Group Travel with Third Party Travel Vendors (EF, Holbrook, REI, Explorica, etc.)	Cookie Dough, IRM Cards, Self-Funded	Pre-payment to council approved vendor	IRM submits intent and travel application forms to council
Camp Experiences Girl Scout councils outside of GSWW or experience camps such as Space Camp	Cookie Dough, IRM Cards, Self-Funded	Pre-payment to council approved vendor	IRM submits intent and travel application to council including additional statement on how trip will provide enriching experiences that align with the Girl Scout mission.
School Educational Trips	Cookie Dough, IRM Cards, Money Earning Activities with group, Self-Funded	Pre-payment to school club or school travel vendor	IRM submits intent and travel application to council including additional statement on how trip will provide enriching experiences that align with the Girl Scout mission.
Self-Planned with Trusted Adult using an approved vendor; must have mission developed activities	Cookie Dough, IRM Cards, Self-Funded	Pre-payment to council approved vendor with an invoice.	IRM submits intent and travel application to council including additional statement on how trip will provide enriching experiences that align with the Girl Scout mission.

## Frequently Asked Questions

**Q: How far in advance do I need to request payment?**

**A:** We require a minimum of eight weeks notice on a request for payment from an IRM card or Cookie Dough. This allows time for us to make sure we have all necessary documentation, and, if working with a new vendor, create and mail a check request. Requests should be made AFTER receiving approval for the trip.

**Q: When should initial travel forms be submitted (Intent to Travel)?**

**A:** Submit Intent to Travel forms a minimum of six months in advance of domestic travel departure dates and at least 12 months in advance of international travel departure dates.

**Q: Can Cookie Dough or IRM funds cover adult expenses?**

**A:** No. Cookie Dough proceeds and IRM funds can only be used to cover travel expenses for youth members.

**Q: We already made payments; can we ask for reimbursement using Cookie Dough or IRM funds?**

**A:** No reimbursements will be approved. All IRM travel must be paid directly to a vendor or approved travel group. No personal reimbursements can be made to Girl Scouts or their families.