

TRAVEL

Travel Request:

Please note: Final travel rosters are due **three** days prior to departure date. Club Sports then has to complete paperwork for each individual club's travel. This includes a travel notification that is sent to the colleges of each traveling member and insurance paperwork, which dictates the amount taken from the club account for insurance. This amount is calculated based on the number of days traveled and the number of members on the trip. This paperwork is due to the respective university offices 3 days prior to the departure date.

If requesting funds for travel → must submit all necessary paperwork a *minimum* of 10 days before date of departure. Necessary paperwork includes:

General Information (Top of Form):

- **The Trip Leader must be traveling with the team.**
- Email and phone must be correct- these are the two ways we will contact the Trip Leader about travel processes
- UA ID: this will have to be filled out on every travel request, regardless of how many times the particular Trip Leader has filled out the form
 - SSN: only need the social security number if it is the Trip Leader's first time completing the form. Once they are registered in the system, they can fill out all subsequent requests with their UA ID
- City and State: location where the competition is taking place
 - For clubs like Bass Fishing, we need an actual town/city because the name of a lake doesn't register as a valid location
- Event: Please be as detailed as possible. The event isn't "games", but rather "Conference Games against Team A and Team B"

Details of Travel

- *Amount of travel advance*
 - This a check that will be cut in the name of the traveler. It can then be used to cover expenses like gas, food, and registration.
- *Entry Fees/Registration*
 - There are places for Trip Leader to select:
 - Payment Type
 - Amount
 - Payable to (check)
 - Address
 - Delivery Method (mail or pick up in office)
- *Proof of Tournament*
 - This must be in the form of an official website, entry form/packet, or official email from a tournament director or coordinator

- Your travel will not be processed unless we have this information. We cannot encumber the money in your account until we have proof of what it's being used for.
- *Hotel*
 - Must provide the following information:
 - Phone number
 - Address
 - Confirmation numbers
 - Reservation name
 - Number of rooms/nights
 - If you are wanting us to reserve the room for you, please be aware that it will not be an immediate turn-around. Plan accordingly
 - If you are booking through a third party site such as Expedia, Hotwire, etc., please keep in mind that many of them will charge your card immediately and often those purchases are not refundable
- *Flights*
 - This gets a bit complicated. If you know you will need to fly for travel, please let Club Sports Administration know well in advance and we can set up a meeting to work out details
- *Initial travel roster*
 - Upon receiving a travel request, money is frozen in your account to cover expenses like insurance. This is why we need to know how many people will be traveling. You can fill in personal information later for the final travel roster
 - We will also do an initial check for waivers and driver's insurance/training
 - Your travel will not be processed until we have an initial travel roster
- *Final travel roster*
 - This is due the Wednesday before you leave for your trip (or three days prior to departure)
 - The final roster needs to have ALL of the fields completed (except the Beneficiary). Please mark any updates to who will be driving, if different from initial roster
 - Please make sure the date and location are filled out correctly in the top right-hand corner

Pre-Travel Meeting (new this year)

- Before the club is allowed to leave on their trip, the Trip Leader must schedule a meeting with Club Sports Administration to meet to discuss the details of the trip
- The club will receive:
 - Travel folder
 - First-aid kit
 - All details for hotels/reservations/registrations
- They will also schedule a time to come in for the Post-Travel Meeting

Receipts

- You will need to **KEEP ALL OF YOUR RECEIPTS**
- If you chose to use part of or all of the travel advance for food, all of these receipts will need to be itemized
 - **MUST** be on the initial travel request that you are using funds for food
 - **NO ALCOHOL**
- Food and gas receipts must be kept separate
- Toll receipts are accepted
- Before you leave the hotel:
 - Speak with the front desk and get itemized receipts (showing all rooms, nights, and taxes)
 - Double check that the correct card has been charged- if it is your personal card on the receipt...
 - Do not leave- try and work it out with the front desk. If you continue to have issues getting the charges switched over, call Club Sports Administration
 - If you ever have any issues, please call Kelsey before leaving the hotel

If not requesting funds → must submit travel request and **FINAL** roster *at least* 3 days prior to departure date.

Post Travel

- At this meeting, please come prepared with the travel folder, first aid kit, all receipts, receipts from the hotel
- Results Form: this replaces the Game Results form that used to be in the travel folder. This is now a form found on the website that the club will complete after their event