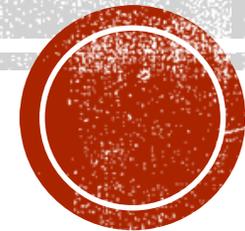


# TRAVEL TRAINING

Every Trip Leader must complete this training and get a 100% on the quiz to be able to complete the travel process.

Contact Club Sport Admin, [sclubs@uark.edu](mailto:sclubs@uark.edu), if you have any questions!



- **Steps in the Travel Process**
  - Before the trip
  - During the trip
  - After the trip
- **How to fill out paper work**
  - Travel Request
  - Travel Roster
  - Travel Claim
- **Other Important Info...**
- **Certification Quiz (last slide)**

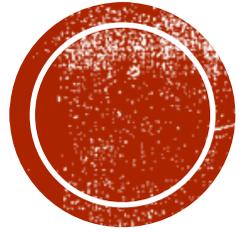
# TABLE OF CONTENTS

# TRIP LEADER RESPONSIBILITIES

- The trip leader will be in charge of the following before, during, and after the trip:
  - Completing the Travel Certificate training (once a school year)
  - Submit travel request, travel roster, and any additional documentation.
  - Communicating any updates or issues before, during, and after a trip to the Club Sport Admin.
  - Attend a pre-travel meeting with Club Sport Admin.
  - Pick up/Return Travel Binder and Travel Kit.
  - Enforce Club Sport program policies.
  - Track all club spending and collect receipts.
  - Attend a post-travel meeting with Club Sport Admin.

In order for a member to become a trip leader, they have to be in good standing with the university and the club sport program.





**BEFORE THE TRIP...**



# STEPS BEFORE YOU TRAVEL

1

A [travel request](#) must be submitted at **10 days \*\* before the trip.**

- Email it to [sclubs@uark.edu](mailto:sclubs@uark.edu)

2

Also submit a [travel roster](#) with the travel request.

3

Email Laura Shively, [lshively@uark.edu](mailto:lshively@uark.edu), and schedule a Pre-Travel Meeting.

- This meeting should be scheduled the of the week of your trip.

4

Assign driver's on Travel Roster.

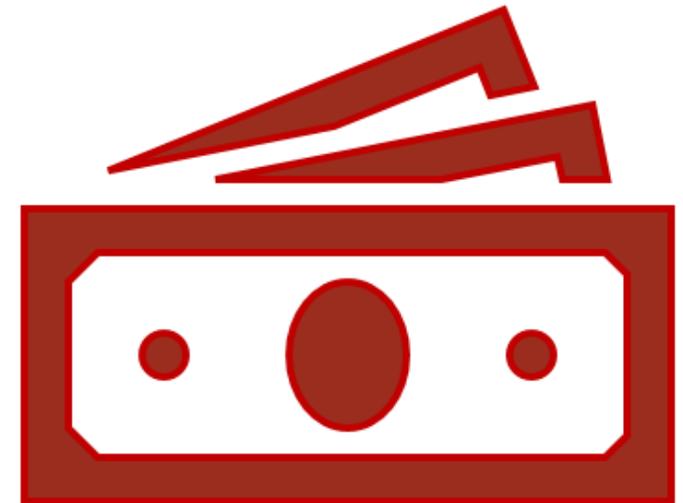
- All drivers must pass driver's training
- [Training](#)



# PAYMENTS BEFORE TRIP

- If you have a payment that needs to be paid/sent before you leave, include that in your email to [sclubs@uark.edu](mailto:sclubs@uark.edu).
- Payment options:
  - PayPal
  - Reimbursement
  - Travel Advance
  - Admin pay over the phone
- For entry fees: Proof will need to be provided for payment and an email/competition packet that states amount due.

Give as much notice as possible and include the due date!

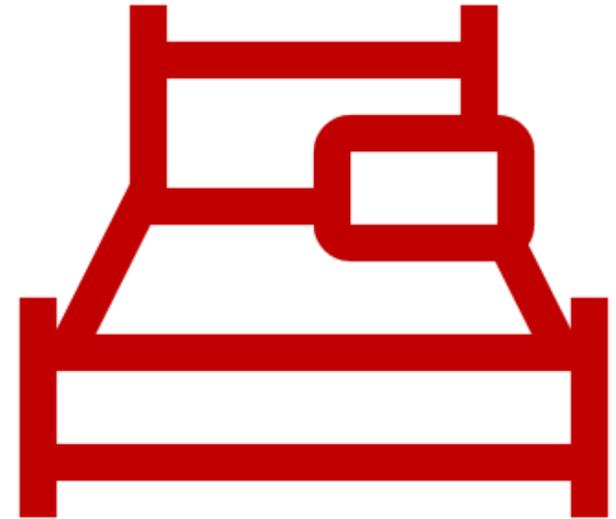


# HOTELS

The club can use [Lucid Travel](#) to book a hotel or go through the club sport admin

- Lucid:
  - Click on your club's page
  - Search for available hotels
  - Click Best Savings Button
  - Book hotel and select the option for Admin Card
- Club Sport Admin
  - Have a hotel/lodging selected before pre travel
    - Air BnB, VRBO, and hotels are all options
    - Hotels: make sure you go through the hotel's website, NOT Expedia or other booking sites.
  - Plan a meeting (pretravel) with Club Sport Admin, and we will book and pay for hotel.

**YOU NEED TO GET A RECEIPT WHEN YOU CHECK OUT.**



**ALL rental cars used for university trips have to be booked through the university.**

**We have a contract with Enterprise.**

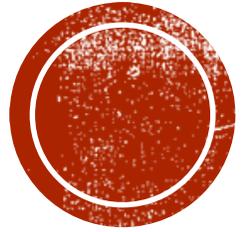
- Comes with a discounted price & insurance
- Age requirement (25) is waived

**Information we need to book:**

- Pick up and drop off times/dates
- Pick up and drop off locations (i.e. Fayetteville or zip code)
- Type of vehicle
- How many vehicles

**RENTAL CARS**





**DURING THE TRIP...**



# STEPS DURING THE TRIP

- Before you leave on your trip, check out a **Travel Binder** and a **First Aid Kit** at the UREC Service Center on the 2<sup>nd</sup> floor of the HPER.
- If there are any injuries during the trip, fill out an [Injury Report](#).
  - If the injury is serious or the injured person goes to the hospital, call Club Sport pro staff.
  - Cell numbers are listed in the Travel Binder.
- If there are any incidents during the trip (i.e. car accident, someone gets in trouble), fill out an Incident Report (located in the binder).
  - If incident is serious, call Club Sport pro staff.
- If the club took out a travel advance or is getting reimbursed, collect all ITEMIZED receipts.





721 Kirkwood Avenue  
West Hollywood, CA

Host: H,PAUL 9/12/2018  
ORDER: 52733 11:29 AM  
16845

XL Carni Sund \$9,99  
M CDough Milk Shake \$5,99

SUBTOTAL: \$16,70  
TAX: \$0,72

Dine in Total \$16,70  
Mastercard#XXXXXXXX \$16,70  
Authorize  
Balance Due \$16,70

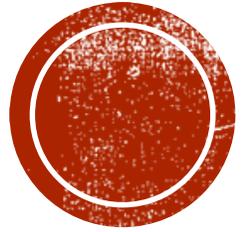
JOINING OUR ICE-CREAM OF THE WEEK CLUB  
AND GET 10% OFF YOUR PURCHASE



# RECEIPTS

- The university needs proof of all funds that are spent on a trip that is covered by a travel advance or is going to be reimbursed.
- The receipts must be itemized (see picture)
  - Must include date, items purchased, business name, price of each item, total amount, and method of payment.
- If you are paying a tip as well, you will need an itemized receipt and a receipt showing how much tip you paid.
  - You can only tip up to 20%.





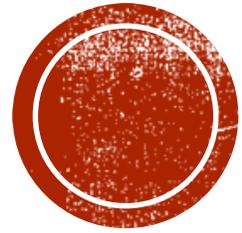
# AFTER THE TRIP...



# STEPS AFTER YOUR TRIP

- After your trip, you should meet with Club Sport Admin for a **post travel meeting**.
  - This meeting should happen in the week immediately following your trip.
  - Bring all receipts and invoices to this meeting.
- Once the travel is finalized in that meeting, the accounting office will create a **travel claim** summarizing all travel expenses.
  - The trip leader will need to review and sign this document.
  - It takes a day or two to create the claim.
- After we submit the travel claim to the treasurer's office:
  - **For an invoice:** It takes about 5-7 days, then you will need to check with the treasurer's office to pay the invoice.
  - **For reimbursement:** It can take anywhere from 1-3 weeks for them to cut a reimbursement check.
    - Once the check is ready, you will receive an email.





# TRAVEL PAPERWORK



## Club Sport Travel Request Form

### Trip Leader Information

Before completing this form, the trip leader needs to go through the Travel Certification process found on our club resources page (link below).

The trip leader will be the contact before, during, and after the trip. The trip leader is required to go on the trip.

Link: <https://urec.uark.edu/club-sports/resources/club-forms.php>

\* Trip Leader's Name:

\* Trip Leader's Email:

\* Trip Leader's Phone Number:

NEXT

# TRAVEL REQUEST- TRIP LEADER INFO

- Trip leader must be the person submitting this form and will be present on the trip.
- Trip Leader's information
  - Name
  - Email
  - Phone Number
- We may request a mailing address, after you submit, if you request a check.



## Club Sport Travel Request Form

### Travel Information

Event dates are the day(s) of the actual competition. Travel dates is the window of time from when you leave Fayetteville and when you return.

If the trip is multiple days, put the entire range (Ex. 9/15-9/17/2021).

If you are leaving more than 24 hours before or returning more than 24 hours after, you will need to provide justification in the comments box at the bottom of this page.

\* Club Sport:

\* Event (ex: Soccer match at Mizzou):

\* Destination Location (City, State):

\* Event Dates (MM/DD/YY):

\* Travel Dates (MM/DD/YY):

Additional Comments

PREVIOUS

NEXT

# TRAVEL REQUEST- TRAVEL INFORMATION

- Club Sport
- Event information
  - Tournament name or Match vs. "INSERT school name"
  - Destination location
    - DO NOT put Fayetteville, AR
  - Event Dates
    - The dates you will actually be competing/participating
  - Travel Dates
    - From when you leave town to when you get back.
- Additional Justification: If you are leaving more than 24 hours before or getting back more than 24 hours after, provide justification in the 'Additional Comments' box.



## EXAMPLE: GASOLINE SECTION

Gasoline: You will need to put the estimate amount. Itemized receipts will be needed for every transaction.

• Gasoline

Yes

No

Gasoline: Payment Type

...

Gasoline: Estimated Cost

**AFTER GOING THROUGH EACH SECTION, PUT THE TOTAL ESTIMATED COST OF THE TRIP. IF YOU DON'T PLAN ON USING ANY CLUB FUNDS, PUT \$0.**

For this section, total all estimated expenses in the sections above.

• Estimated Total Expenses:

[PREVIOUS](#) [NEXT](#)

**ONCE YOU HAVE COMPLETED ALL SECTIONS, CLICK 'NEXT'.**

# TRAVEL REQUEST- TRAVEL EXPENSES

- There will be a section for each of the following expense types:
  - Entry Fee
  - Gasoline
  - Lodging
  - Meals
  - Vehicle Rentals
  - Aifare
  - Other
- Mark 'Yes' for the expenses you intend to use club money for. Mark 'No' for the expenses you won't have OR will be using personal funds for.
- If you mark 'Yes', select payment type and list estimated cost.



# TRAVEL REQUEST- TRAVEL ADVANCE

- If you plan on using a travel advance, select 'Yes'.
- If yes, put how much you would like the travel advance check to be for.
  - This amount CAN NOT exceed the total expenses amount from the page before.
- If yes, you will also need to complete the travel advance agreement form AND upload it.

## Travel Advance Information

Difference between travel advance and reimbursement:

- Travel Advance: An amount requested prior to 10 business days before departure. The university will cut the trip leader a check for this amount and have it ready for pick up prior to pick up.
- Reimbursement: The club members pay for the expenses on the trip and the university reimburses the trip leader the whole sum due. This process can take 2+ weeks.

\*\*For any expense accrued on a trip that a club wants paid for, an itemized receipt needs to be submitted in the post travel meeting.

The travel advance check request cannot exceed the estimated costs from the page before.

\* Do you require a travel advance?

- Yes  
 No

If yes, how much should the travel advance check be for?

If yes, please sign and attach the Travel Advance Agreement form.

Link: [https://treasurernet.uark.edu/pdf/travel\\_advance.pdf](https://treasurernet.uark.edu/pdf/travel_advance.pdf)

UPLOAD FILE

If you do not use all of the travel advance, you (trip leader) will owe back the amount not used to the treasurer's office after the post travel is completed.

PREVIOUS

NEXT

**ONCE COMPLETED, CLICK NEXT.**



# TRAVEL REQUEST- TRAVEL ROSTER

- All travel requests **MUST** have a travel roster uploaded to it.
- The travel roster can be revised after submission, up until 3 days before the trip.
  - Revised rosters should be email to [sclubs@uark.edu](mailto:sclubs@uark.edu)

## Club Sport Travel Request Form

### Travel Roster

Complete the travel roster excel below and upload it. If you are still in the process of confirming the travel roster, then just put the anticipated travelers. Once the roster is confirmed, email the updated travel roster to [sclubs@uark.edu](mailto:sclubs@uark.edu), at the latest 3 days before departure.

Travel Roster: [https://urec.uark.edu/\\_resources/xls/club\\_sports/travel-roster.xls](https://urec.uark.edu/_resources/xls/club_sports/travel-roster.xls)

Travel Roster

UPLOAD FILE

PREVIOUS

NEXT

**ONCE COMPLETED, CLICK NEXT.**



## Club Sport Travel Request Form

### Travel Request Form Confirmation

\* By selecting yes below, you are confirming that all of the information in this form is correct and that if there any changes you will email sclubs@uark.edu.

- Yes  
 No

PREVIOUS

NEXT

## Review Submission

If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

### Submission

PRINT

#### In Progress

### Club Sport Travel Request Form

#### 1. Club Sport Travel Request Form

- Trip Leader Information
- Travel Information
- Travel Expenses Overview
- Travel Advance Information
- Travel Roster
- Travel Request Form Confirmation

SUBMIT

# TRAVEL REQUEST SUBMITTING

By clicking 'Yes' you are submitting that all information is correct.

Click 'Next' and then 'Submit'



# TRAVEL CLAIM

- You will receive an email from UREC with a summary of expenses. You will need to send an email back confirming that it is correct.
- Here are some things you need to look for:
  - Reimbursable Expenses: Summary of everything spent
  - Claim Summary: Either what you owe or what the university owes
    - Net Due University: you owe money back
    - Net Due Traveler: university will reimburse
- This is your opportunity to catch any mistakes or missing items!



## CLUB SPORTS TRAVEL ROSTER

<b>CLUB:</b> Hammocking
<b>DESTINATION:</b> St. Louis, MO
<b>TRAVEL DATES:</b> 4/17/2015-4/20/2015

**\*\*This form must be submitted electronically at least 10 days before trip departure WITH Travel Request Form\*\***  
 Email to sclubs@uark.edu

	Last Name	First Name	Student ID #	College	Emergency Contact	Emergency Contact #	Relationship	Beneficiary (If Diff. from Em. Cont.)	Driving
1	Bills	Angela	010147258	Bumpers	Doug Bills	601-555-5555	Father		
2	Hahn	Margaret	010963852	Education/COEHP	Jonathan Hahn	901-555-5555	Husband		X
3	Hall	Dorothy	010245369	Engineering	Davis Hall	401-555-5555	Father		
4	Sanchez	Steven	010568923	Fulbright	Susan Sanchez	501-555-5555	Mother		
5	Vega	William	010258987	Sam Walton/COB	Kelsey Vega	301-555-5555	Mother		X
6									
7									
8									
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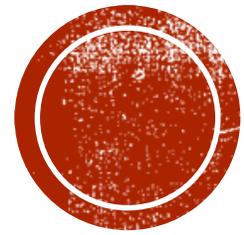
The first draft of the Travel Roster must be submitted with the Travel Request 10 days before the trip departure. Only First and Last names and who is driving must be completed. Drivers **MUST** have updated proof of auto insurance on file.

**FINAL** Travel Rosters must be submitted **THREE** days prior to trip and be completed fully. This form must be typed, alphabetized, numbers may not be skipped, and completed fully.

# TRAVEL ROSTER

- Every member going on the trip must be listed on the roster.
  - They must have a waiver completed in order to participate.
- All information must be filled out (except beneficiary).
- If they are driving, they must be checked off.
  - All drivers must go through Drivers' Training.
  - They must also turn in a Driver Authorization Form.
- Trip information must also be filled out.





# OTHER INFORMATION . . .





**TRAVEL  
RESTRICTIONS**

- If your club's trip is only one day, then your club cannot ask for food to be covered.
- If your club is traveling more than 24 hours before the event/competition or returning more than 24 hours after...
  - You need to provide justification with your travel request.
  - Traveling itself takes more than one day, we need to price compare driving vs. flying.

# TRAVEL TIPS AND TRICKS

- When in doubt, get an itemized receipt for all expenses.
- We can add expenses for reimbursement after a travel, but it will take longer to process.
  - This should not become the club's practice. For emergencies only!
- The quicker you get things turned in after a travel, the sooner the invoice/reimbursement will be available.
- If you need an excuse letter for classes, let us know!
- **COMMUNICATE** with the Club Sport Admin team. It is easier for us to fix issues before the trip than afterwards!



# TRAVEL CERTIFICATION

- Take the Quiz. You must get a 100% on it in order to be certified.
  - CLICK [HERE](#) for the Quiz.
  - Take it as many times as needed
- Email [sclubs@uark.edu](mailto:sclubs@uark.edu), once completed.
- Certification is not confirmed until you receive an email confirmation.

