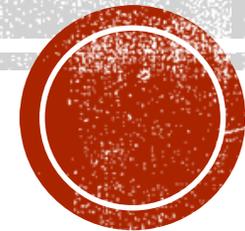


TRAVEL TRAINING

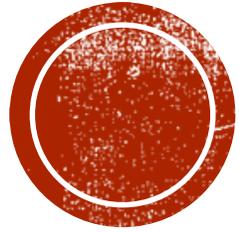
Every Trip Leader must complete this training and get a 100% on the quiz to be able to complete the travel process.

Contact Club Sport Admin, sclubs@uark.edu, 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



STEPS IN THE TRAVEL PROCESS



STEPS BEFORE YOU TRAVEL

1

A travel request must be submitted at **10 days before the trip.**

- Email it to sclubs@uark.edu

2

Also submit a travel roster with the travel request.

- The travel roster can be edited up to **3 days before the trip.**

3

Email Laura Shively, lshively@uark.edu, and schedule a Pre-Travel Meeting.

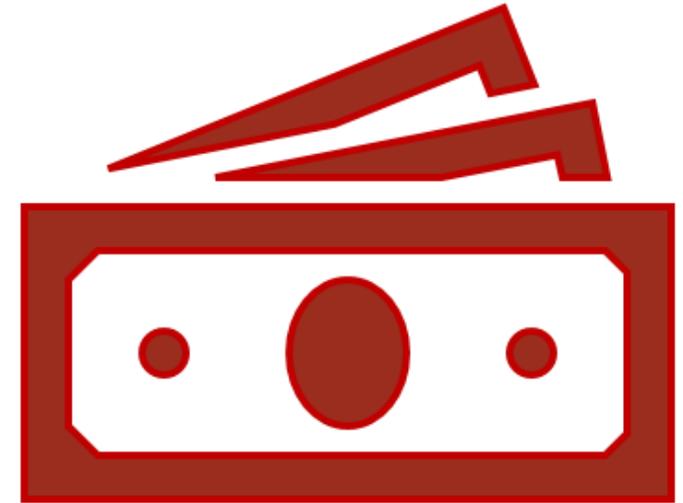
- This meeting should be scheduled the of the week of your trip.



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.
- Payment options:
 - PayPal
 - Check through the mail
 - 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!**

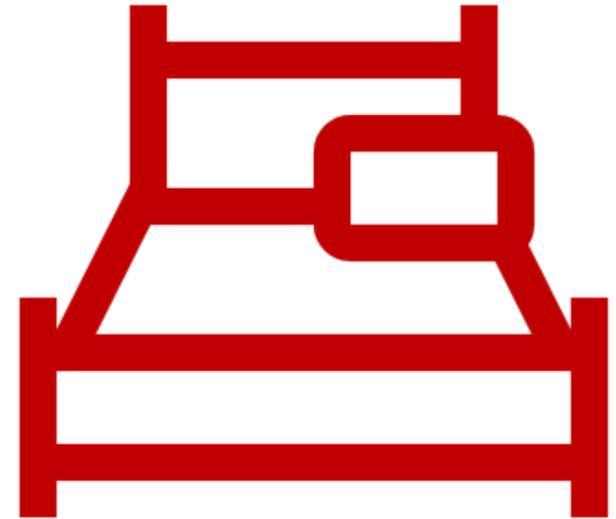


HOTELS

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 hotels 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
- 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



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 2nd 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

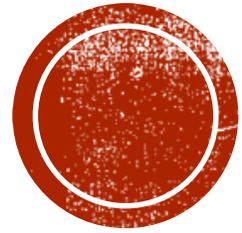
- The university needs proof of all funds that are spent on a trip that is covered by a travel advance or is going to be reimbursed.
- The receipts must be itemized (see picture)
 - Must include date, items purchased, business name, price of each item, total amount, and method of payment.
- If you are 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%.



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



TRAVEL REQUEST

Reset Form

| UREC GROUP TRAVEL FORM | | | | DATE: | | ACCOUNTING USE ONLY | |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------|--------------------------|---------------------|----------------------------------|---------------------|------|
| Trip Leader | | UA ID* | | TA # | | | |
| Email | | SSN* | | | | | |
| Phone # | | Traveler Type | Group | TC # | | | |
| Club/Prgm | | City/State | | | | | |
| Event | | | | | | | |
| Event Dates | BEG | END | | Travel Dates | BEG | END | |
| * FOR STUDENT TRIP LEADERS ONLY. Use your SSN if this is the first time leading a trip for UREC. | | | | | | | |
| CATEGORIES | PRE TRAVEL ESTIMATED COSTS | | FINAL TRAVEL COSTS | | COST DESCRIPTION (if applicable) | | |
| Entry Fees | Pymt Type | N/A | | | | | |
| | Amount | \$ | | | | | |
| If checks are required for payment of event entry fees, complete the following: | | | | | | | |
| Payable To: | | Address: | | | Check Delivery Method: | | |
| | | | | | Choose One | | |
| Gasoline | Pymt Type | N/A | | | | | |
| | Amount | \$ | | | | | |
| Lodging | Pymt Type | N/A | | | | | |
| | Amount | \$ | | | | | |
| Meals | Pymt Type | N/A | | | | | |
| | Amount | \$ | | | | | |
| Vehicle Rentals | Pymt Type | N/A | | | | | |
| | Amount | \$ | | | | | |
| Airfare | Pymt Type | N/A | | | | | |
| | Amount | \$ | | | | | |
| Other | | \$ | N/A | | | | |
| | | \$ | N/A | | | | |
| | | \$ | N/A | | | | |
| Total Estimate: | | \$ 0 | | Total Actual: | | | |
| DO YOU REQUIRE A TRAVEL ADVANCE? | | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | Amount: | \$ 0 |
| If you do not use all the travel advance, you will owe back the amount not used to the treasurer's office after past travel is completed. | | | | | | | |
| REQUIRED SIGNATURES | | | | DATE | | | |
| Trip Leader's Signature | | | | | | | |
| Program Director | | | | | | | |
| UREC Director | | | | | | | |
| ACCOUNTING USE ONLY | | | | | | | |
| DEPART/RETURN | Date | Time | AM/PM | | | | |
| Depart Fayetteville | | | | | | | |
| Depart 1st Destination | | | | | | | |
| Depart 2nd Destination | | | | | | | |
| Return to Fayetteville | | | | | | | |

NOTES:

Trip Leader's information

- SSN only needs to be included the first time someone is a trip leader.
- Name, Email, Phone Number, ID #

Event information

- Which club, city/state, event name/type, event dates, and travel dates

Expenses

- Estimated amount
- Payment type
 - Travel Advance, reimbursement, admin card.
- If you are taking out a travel advance check this box.

Trip Leader's Signature



CLUB SPORTS TRAVEL ROSTER

| |
|------------------------------------------|
| CLUB: Hammocking |
| DESTINATION: St. Louis, MO |
| TRAVEL DATES: 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 | | | | | | | | | |
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| 30 | | | | | | | | | |

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.



TRAVEL CLAIM

- You will receive an email or message letting you know when the travel claim is ready to sign. You will need to come to the UREC main office to sign.
- 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
- Sign and Date! We will submit it to the treasurer's office.

University of Arkansas -- Travel Claim # [REDACTED]
 [REDACTED] 276305) 04/27/2019 - 04/27/2019
 (Last updated 05/08/2019 12:00 PM)

General Claim & Trip Information

| | | | | | |
|------------------------|----------|--------------|------------|--------------|-----------------|
| Traveler Remit Address | HPER 225 | Claim Status | In process | Trip Purpose | Playoffs at MSU |
| Traveler Type | Group | TA # & BU | [REDACTED] | UREC | |

Travel Detail (Legs of Trip)

| Departure Time | From | Destination | Means |
|--------------------------------|------------------|------------------|-------|
| 04/27/2019 09:00 AM | Fayetteville, AR | Springfield, MO | Other |
| 04/27/2019 03:00 PM | Springfield, MO | Fayetteville, AR | Other |
| Trip ended 04/27/2019 06:00 PM | | | |

Reimbursable Expenses

| | | | |
|--------------------------|---------|--------------|---------|
| Highway Mileage | \$ 0.00 | Airfare | \$ 0.00 |
| Vicinity Mileage | 0.00 | Car Rental | 0.00 |
| Lodging | 0.00 | Registration | 0.00 |
| Meals | 0.00 | Parking | 0.00 |
| Miscellaneous (Gasoline) | 74.90 | | |

Claim Summary

| | |
|-----------------------------|----------|
| Total Reimbursable Expenses | \$ 74.90 |
| Travel Advance | 200.00 |
| Net Due University | 125.10 |

Signature of Traveler: _____ Date: _____

Purchase Orders Related to TA 6895445

| PO # | Status | Vendor | Amount |
|---------|--------|--------------------------------|-----------|
| 6897009 | Open | Missouri State [REDACTED] Club | \$ 150.00 |

Associated Administrative TCard Charges

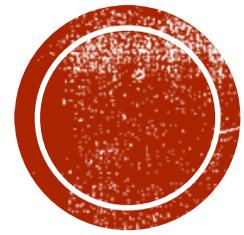
| RDN # | Date Charged | Supplier | Description | Amount | Imaged |
|----------|--------------|-----------------------|-------------------------|----------|--------|
| T1383764 | 04/28/2019 | ENTERPRISE RENT-A-CAR | Car rental: CHRISTENSEN | \$ 91.22 | N |
| T1383765 | 04/28/2019 | ENTERPRISE RENT-A-CAR | Car rental: CHRISTENSEN | 86.82 | N |
| T1383766 | 04/28/2019 | ENTERPRISE RENT-A-CAR | Car rental: CHRISTENSEN | 86.82 | N |

Travel Authorization Cost Distribution

| Cost Center | Description | Category | Percent | Project |
|--------------------|----------------------------|----------|---------|---------|
| 0392 15522-51-0009 | UREC [REDACTED] Sport Club | Maint | 100 | |

[Close Window](#)





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, once completed.
- Certification is not confirmed until you receive an email with your certificate.

