

## **TRAVEL INFORMATION AND REGULATIONS**

The Sport Club Staff will assist clubs with their travel plans. Club members must have sufficient funds to cover travel expenses prior to the trip (either through the club account or contributions from individual members). A team trip is not an official sanctioned trip until prior approval is given and the proper paperwork is submitted and signed. If a club travels to an event on unofficial business, all members of the team will be subjected to disciplinary action.

### **APPROVALS:**

All club travel must be pre-approved by the Sport Club Director, whether or not the club intends to use University funds.

### **TRAVEL ROSTER/ITINERARY FORMS:**

Travel Roster/Itinerary Forms must be completed and filed with the Recreational Sports Office 48 hours prior to departure or the Wednesday prior to the departure whichever is earlier.

Individuals may use personal cars to travel to “University sanctioned” events. Drivers may be reimbursed for personal gas expenses if the club chooses to spend money on such. Receipts must be provided for any reimbursements. Students, as well as faculty, staff and eligible community members, must sign an informed consent waiver indicating their liability responsibilities and personal car insurance information. Please attach a team roster with members of the traveling party designating who will be driving.

### **TRAVEL ADVANCES:**

Clubs may submit a request for a travel advance. Following is the procedure for obtaining funds for club travel:

1. Determine the cost of the trip, including transportation, entry fees, food, lodging and miscellaneous items.
2. Determine if the club has sufficient funds and that the funds are in the appropriated A.S. line items or in the A.S. Agency account.
3. Submit a travel form with the appropriate signatures of all participants. The form must be complete with all the requested information.
4. Verify that all traveling club members have a membership waiver form on file in the Recreational Sports Office.

An RPP for a travel advance will be signed once the appropriate forms are submitted to the Club Sports Director. This paperwork is to be submitted to the A.S. Business Office, where a check will be issued within 5 working days. Receipts for all expenses must be turned in within 5 days of the team’s return. Funds for future trips may not be obtained until the receipts are in.