

# Club and Org Travel Information

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## Travel Policy

A club activity is considered travel if club members are traveling **out of state** and/or need **overnight accommodations**. The following steps need to be completed in order for Student Life & Leadership to approve club travel:

- Submit the **Intent to Travel Form** in Mountain Lion Connect at least three weeks prior to travel date
- The Student Life & Leadership will contact the club to schedule the pre-travel meeting. The pre-travel meeting must occur prior to any university funds spent for travel.
- Only the trip lead is required to attend the pre-travel meeting, however, all students/ advisors traveling may attend. This meeting **MUST** take place at least two weeks prior to the travel date
- All club members that are traveling will be required to fill out a travel waiver in MLC. They will also be required to complete a travel training through Canvas modules.
- After all purchases are made (flight, hotels, transportation, etc), submit the **Student Travel Application** on MLC.

Club travel requests will NOT be approved by the Student Life & Leadership office if the above requirements are not met. Individual club members that do not complete a travel waiver and/or the travel training will not be approved to travel with the club. If club travel is not approved by the Student Life & Leadership office, the club will be unable to use any university resources, including funding, for trip-related expenses. These university resources include, but are not limited to: club speedtype(s), Student Government Association (SGA), Club Cash, or other grants.

## Intent to Travel Form

The Intent to Travel form is the start of the club travel process. This form should be submitted well in advance of your travel dates (recommended 3 week minimum). The Intent to Travel form only needs to be filled out by one club member per trip. This form is only for clubs, organizations, Fraternity & Sorority Life, and Student Media. Club Sports will work with Campus Recreation for travel procedures.

### Information needed to successfully complete the Intent to Travel form:

- Organization Name
- Destination
- Purpose of trip
- Description of activities
- Dates of travel
- How many students will be traveling
- Tentative roster of students traveling
- Funding method

\*Information can be tentative, but you will be required to provide final information in the Student Travel Application.

## Pre-Travel Meeting

This meeting will be held by the appropriate party depending on the organization traveling.

- **Clubs and organizations**- Coordinator of Student Engagement
- **Fraternity and Sorority Life**- Assistant Director of Student Engagement
- **Student Media**- Director of Student Engagement

Only the trip lead is required to attend the pre-travel meeting, however, all students/ advisors traveling may attend. This meeting **MUST** take place at least two weeks prior to the travel date

Topics discussed in the pre-travel meeting:

- How will you be traveling? (Airfare, personal car, rentals, UCCS motorpool, etc)
- Lodging information
- Financial process
  - Including the reimbursement process
- Discuss itinerary and activities
- Student Code of Conduct
  - Alcohol
  - Drugs
- General safety
- Review next steps

Clubs can work with the Student Life & Leadership & Leadership to make lodging arrangements and obtaining airfare quotes from Christopherson Business Travel after the pre-travel meeting is held.

## Student Travel Application

### Information needed to successfully complete the Intent to Travel form:

- Organization Name
- Trip lead
- Destination
- Purpose of trip
- Dates of travel
- Finalized roster of students traveling
- Funding method
- Mode of transportation
  - Vehicle rental information and/or the names of students that will be driving their personal vehicles\*
  - Motorpool information\*
  - Rental agency\*
  - Flight itinerary, flight confirmations, etc\*
- Lodging information\*
  - Hotel name, address, phone number
  - How many rooms are being reserved?
  - Name on reservation(s) and confirmation number(s)
  - Room rosters
- Local hospital information (at destination)
- Detailed Trip itinerary

## International Travel

Clubs intending on travelling international must fill out the International Student Travel Application at least 4 months prior to travel date. Clubs must register with the Global Engagement Office and complete both the Global Engagement and Student Life & Leadership travel procedures in order to be approved to travel. The International Student Travel Application must be approved prior to any university funds spent for travel.

## Driving Guidelines

- Drivers should be at minimum 18 years of age
- All drivers and passengers must wear seat belts
- For longer trips (more than 4 hours) drivers should rotate drivers every 4 hours
- No more than 10 hours of driving should be completed in one day

- Driving between Midnight and 5am is prohibited
- Alcohol and drugs are not allowed in any vehicle
- Observe all traffic rules and regulations
- Drive carefully, courteously, and cautiously
- Plan ahead, check the forecast, have a map and directions to the destination in every vehicle
- Drivers are encouraged to pull over to use cell phones or eat

## Travel Training

The purpose of the travel training is to review the sexual harassment and discrimination policies, the Student Code of Conduct, risk management, and alcohol and drug safety. All club members traveling are required to complete this training. The training is good for one calendar year (ie- March 1<sup>st</sup> to March 1<sup>st</sup>), so if a member has travelled in the last calendar year, they do not need to complete the training again.

## Travel Waiver

All club members that are traveling are required to fill out the Travel Waiver. The waivers are travel specific, so even if a member has travelled in the past, they will still need to complete a new waiver.

## Travel Approval

The Student Life & Leadership office will only approve club travel once the club and all members that are traveling have completed the above requirements. Student Life & Leadership reserves the right to deny club travel requests if any of the above requirements are not completed in a timely manner.

# CLUB TRAVEL

**1**

### FILL OUT MLC FORM

Complete Intent to Travel form on MLC. This will be the basics of your travel (who, when, where, why)

**2**

### PRE-TRAVEL MEETING

Set up a pre-travel meeting with a Student Life staff member. This can be just the trip lead, or all those traveling

**3**

### SEND A ROSTER

Send a roster to Student Life with the names of the UCCS students traveling, their student ID, and UCCS email

**4**

### PURCHASES

Work with Student Life to complete travel purchases- lodging, airfare/ transportation, conference registrations, etc



**5**

### COMPLETE TRAINING AND WAIVER

All students traveling must complete the travel waiver (on MLC) and the travel training (on Canvas)

**6**

### FILL OUT MLC FORM

Trip lead will fill out the Travel Application form on MLC. This is the last step- after all purchases are finalized

**7**

### REIMBURSEMENTS

Upon return, fill out all needed reimbursement forms (per diem, out of pocket expenses budgeted for, etc)