

Club & Org Travel Information

Travel Policy

An activity is considered travel if club or org members are traveling **out of state** and/or need **overnight accommodations**. The following steps need to be completed 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
- Student Life & Leadership will contact the club or org 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 and org members that are traveling will be required to fill out a **travel waiver** in MLC. They will also be required to complete **travel training** through Canvas modules.
- After all purchases are made (flight, hotels, transportation, etc), submit the **Student Travel Application** on MLC.

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

Travel Process

Intent to Travel Form

The Intent to Travel form is the start of the club/org 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 group member per trip. This form is only for clubs and organizations. Note, Club Sports will work with Campus Recreation for travel procedures.

Information needed to successfully complete the Intent to Travel form:

- Club/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

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/Orgs 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.

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 1st to March 1st), so if a member has travelled in the last calendar year, they do not need to complete the training again.

Travel Waiver

All club/org 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.

Student Travel Application

Information needed to successfully complete the Intent to Travel form:

- Club/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

Travel Approval

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

Additional Guidelines

International Travel

Clubs/Orgs intending on travelling international must fill out the International Student Travel Application at least 4 months prior to travel date. Clubs/orgs must register with the International Affairs Office and complete both the International Affairs and Student Life & Leadership travel procedures 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