Sport Clubs Travel Reminders

**Before the trip:**

- All travel off campus for club practices, competitions, and/or events must be approved.
- The exception to this is clubs practicing regularly off campus at the same location on same days & times will only need to confirm with the Sport Clubs Coordinator at the beginning of the semester and no trip itinerary form will be necessary for this instance.
- Clubs are to submit for approval by completing the online **Trip Itinerary Form**.
- The **Trip Itinerary Form** is to be completed 5 business days in advance of the trip.
- When completing the **Trip Itinerary Form** the club must include their travel roster for this competition must include a travel roster with active club members.
- Each participant listed on the travel roster must be listed as a member on the club’s page on Imleagues.com.
- A member is NOT eligible to participate with the club until the **Participant Agreement** is completed on Imleagues.com.
- The Department of Recreational Services has available 9 vans and 1 truck for off-campus club travel. A club must submit the online **Vehicle Request Form** to be considered for a reservation.
- The **Vehicle Request Form** must be submitted 5 business days in advance of the trip.
- The requesting club must have drivers complete the Driver Certification Process to be authorized to drive the Department Vehicles.
- A request will NOT be recognized if it does NOT meet all requirements which includes having certified drivers and having appropriate number of drivers for trips 4 hours or more which is an additional certified driver per vehicle.
- The week before the travel the requesting club will receive a notification on the status of the request.
- If placed on the wait list the requesting club will be properly notified and informed once there is a cancellation.
- If the club meets **ALL** requirements of the request and it can NOT be granted then the club will be eligible to receive a reimbursement for 1 personal car’s gas.
- Once the club’s request is granted, the club will be notified to pick-up the vehicle packets from their mailbox during office hours of 8:30am-5:15pm and on a business day of Monday-Friday.
- If the club becomes aware of changes with the trip logistics notify the Sport Clubs Coordinator of the deviations immediately.

**During the trip:**

- If a club is staying overnight at hotel lodging and seeking a reimbursement this is to be cited on the club’s **Trip Itinerary Form** for approval prior to the trip.
- In order to receive that reimbursement a club member (preferably Club President or Club Treasurer) must pay for the hotel lodging on behalf of the club at the time of check-out.
- The club will then need to keep the itemized receipt and submit to the Sport Clubs Coordinator the week following the trip.
- If lodging in the state of Georgia, the club is to take a Georgia Tax Exempt Form and to present at the time of check-out. If the tax is NOT removed then it will NOT be reimbursed to the paying club member.
- Once the paying club submits the receipt, they will receive a reimbursement in 3-4 weeks from the University.
- For clubs traveling with a Department vehicle here are the key policies to abide by:
  - The maximum occupancy is 10 for a van and 6 for the truck.
  - All passengers shall wear seatbelts.
  - Cell phones are prohibited while operating the vehicles.
  - Luggage/Cargo is prohibited to be stored on top of the vehicle.
  - If experiencing maintenance related issues during the course of the trip please call ARI: 1-800-227-2273. Do not attempt to fix the issue (i.e. changing a flat tire). After calling ARI also communicate the details to the Sport Clubs Coordinator.
  - Consuming alcoholic beverages and smoking in university vehicles are strictly prohibited. All university policies apply to use of the vehicles.
  - If the club is using multiple vehicles they are to leave and depart at the same time and stay together.
  - The vehicles are to leave and be returned from M deck on campus.
  - The vehicles shall not be taken to places of residence and/or used as a shuttle service.
  - In addition to, the vehicles should NOT be used during the undisclosed times that are NOT listed on the trip’s request and for unauthorized reasons.
  - Vehicles are to be returned on a full tank of gas and fully cleaned.
  - The trip ticket shall be fully completed with all trip details.
  - The trip ticket, parking pass, and any other items pulled out of packets should be place back inside, zipped up, placed under the driver’s seat, and locked inside upon return from the trip.

**Following the trip:**
- Submit lodging receipts to the Sport Clubs Coordinator.
- Report to the Sport Clubs Coordinator any issues experienced during the trip this may include but not limited to department vehicles, problems with hotel, and/or problems with host site.
- Report the outcome of the event to the Sport Clubs Coordinator.

**SPORT CLUBS IMPORTANT CONTACT INFORMATION:**

GSU Police Emergency: 404-413-3333
GSU Police Non-Emergency: 404-413-2100
Ty Verdin, Sport Clubs Coordinator: 404-615-4801 (Cell), 404-413-1764 (Office)
Zac Schneider, Assistant Director of Intramural Sports: 610-781-6016 (Cell), 404-413-1924 (Office)
Student Recreation Center Service Counter: 404-413-1780