

Section 7 | Travel

Recent policy changes will appear in hi-lighted and italicized font.

QUICK TIPS

What constitutes a travel/trip?

A Sport Club trip is defined as any travel outside of Johnson County. It will be deemed a trip regardless of if club members travel together or separately and regardless of if the travel is for a competition or practice.

What types of travel are there?

1. Traveling with applicable costs paid in advance using club funds via a University credit card or check.
2. Traveling with reimbursement from club funds.
3. Traveling without using club funds.

NOTE: Some trips may be considered both Type 1 and Type 2 above.

What needs to be turned in for any club travel?

1. *Before the Trip – Due At Least Three Weeks Prior*
 - *Sport Club Event Request on Engage (includes Travel Spreadsheet to be uploaded within form)*
2. Upon Return – Due Within Two Business Days of Return (Following Tuesday for weekend trips)
 - Post-Event Form on Engage
 - If applicable, uploaded W9(s) and Payment Request Form(s) for any officials, referees, judges that need paid from the trip.
3. *Upon Return – Due Within One Week of Return*
 - *If applicable, Reimbursement Requests to SOBO*
 - *Uploaded Travel Expense Voucher and associated receipts for any members that are requesting reimbursement.*

Where can I find the Sport Club Event Request and the information to upload within it?

The Sport Club Event Request is found by going to your club's page on Engage. From there, navigate to "Manage Organization" followed by "Organization Tools" and then "Events." From there, click "Create Event" to start your submission. Within the form, you will need to upload a Travel Spreadsheet detailing the members travelling. The Travel Spreadsheet is found on the [SOBO Forms Webpage](#).

Where can I find the Post-Event Form and the information to upload within it?

The Post-Event Form is found by going to the [Sport Club Engage Page](#) and scrolling down to "Forms." If applicable, W9 Forms and Official Payment Forms can be found on the [Sport Club Engage Page](#) scrolling down to "View All Documents."

What forms do I need for travel reimbursement and where do I submit them?

When requesting reimbursement for expenses incurred during a sport club trip, a Travel Expense Voucher (Found on the [SOBO Forms Webpage](#)) and associated receipts need submitted to SOBO.

What happens if I don't submit the proper forms on time?

If a Sport Club Event Request is not submitted nor approved, the club may not travel. If a Post-Event Form is not turned in on time, the club will receive 5 penalty points. If a late Post-Event Form is then not turned in after a week from being notified by the club's Assistant Director, the club will be suspended and unable to participate until the form is submitted and approved. *If any applicable reimbursement requests are not submitted within a week from the trip's return, it will not be prioritized and take more time to approve and receive reimbursements.*

How do I pay for travel related expenses?

Most travel expenses should be pre-paid by using either a University credit card or check before the trip's departure. Expenses like gas, parking, and food on trip will only be able to be paid by requesting reimbursement.

What booking site do I use to reserve hotel rooms?

Lucid Travel is used to reserve hotel rooms for sport club trips. However, if required by the governing body or tournament hosts to stay at a certain hotel or utilize a certain reservation code, only then may a credit card be checked out from SOBO to complete the room reservations outside of Lucid.

Can my club use University vehicles to travel?

Sport Clubs may reserve University vehicles from Fleet Services. Clubs will be required to pay all applicable charges and must have sufficient University-approved drivers.

Travel | Types of Travel

Types of Travel

A trip entails any club activity outside of Johnson County. It will be deemed a trip regardless of if club members travel together or separately and regardless of if the travel is for a competition or practice. There are three types of travel as seen below. Some trips may be considered both Type 1 and Type 2.

1. Traveling with Costs Paid in Advance Using Club Funds via a University Credit Card or Check.

It is preferred that all charges that can be paid in advance are paid in advance using a University credit card or check.

Money from Sport Club accounts can be used to pay event registration and hotel charges in advance utilizing a University credit card, provided the host of the event

accepts credit card payments. If not, checks are also a payment option. Costs paid in advance must remain unchanged from the amount agreed upon.

The Sport Programs Office *and SOBO* must be notified of any cancelled trips prior to any cancellation deadlines related to entry fees paid in advance. Any costs borne by the Sport Programs Office related to cancelled trips (cancellation fee, etc.) will be the responsibility of the club and will be charged to the club's account.

2. Traveling with Reimbursement from Club Funds

This type of travel is when a club plans to be reimbursed for costs experienced while traveling. Reimbursement for costs comes from the traveling club's account.

Clubs can be reimbursed for the following expenses. Note that pictures of a gas pump will not suffice as receipts for gas. Actual, itemized receipts are required for all reimbursements.

3. Traveling without Using Club Funds

This type of travel is when the club does not plan to use any club funds for the trip.

Travel | Basic Travel Timelines

Traveling with Costs Paid in Advance Using Club Funds via a University Credit Card or Check

1. *Turn in Sport Club Event Request (Including Travel Spreadsheet) - Minimum of Three Weeks Before Departure but is recommended to do as early as possible.*
2. *If applicable, reserve lodging through Lucid Travel to prepay/reserve rooms.*
3. *If applicable, set up a meeting with SOBO to check out a credit card to pay any applicable event registration fees.*
4. *Turn in Post-Event Form – Maximum of Two Business Days After Return.*
5. *Submit all receipts from paid in advance expenses to SOBO to reconcile the charges.*

Traveling with Reimbursement from Club Funds

1. *Turn in Sport Club Event Request (Including Travel Spreadsheet) - Minimum of Three Weeks Before Departure but is recommended to do as early as possible.*
2. *Turn in Post-Event Form – Maximum of Two Business Days After Return*
3. *For each member requesting reimbursement, submit a Travel Expense Voucher Form and associated receipts to SOBO – Maximum of One Week After Return*
 - *If all the steps in the process are followed correctly, reimbursement of any remaining travel expenses will take at least four weeks for the check to be received.*

Traveling without Using Club Funds

1. Turn in Sport Club Event Request (Including Travel Spreadsheet) - Minimum of Three Weeks Before Departure but is recommended to do as early as possible.
2. Turn in Post-Event Form – Maximum of Two Business Days After Return

Travel | Completing the Sport Club Event Request

Finding the Form

The Sport Club Event Request is found by going to your club's page on Engage. From there, navigate to "Manage Organization" followed by "Organization Tools" and then "Events." From there, click "Create Event" to start your submission. Only a sport club officer, as listed on Engage, may submit the Sport Club Event Request.

Content

The Sport Club Event Request summarizes the club's proposed event and gives the Sport Programs Office and SOBO, if necessary, the ability to review and approve the club's event. Before submitting, the club should ensure they know all event specifics (dates, times, location, etc.) and has enough funds to cover the event and any associated travel. Once submitted, if all sections of the form are completed correctly and if there are no financial, risk management, or other concerns, it will be approved, and the club will be able to proceed. Below outlines just some of what is asked within the form:

- Event Title
- Event Description
- Event Location/Address
- Host(s)
- Time/Date of Event
- Time/Date of Departure and Return
- Attendees (upload Travel Spreadsheet)
- Will club funds be used? If so, on what and for how much?

Uploads

If travelling, within the form, an officer will need to upload a Travel Spreadsheet detailing the members travelling. The Travel Spreadsheet is found on the [SOBO Forms Webpage](#).

Deadline

The Sport Club Event Request is due at least three weeks prior to the trip's departure date. It is recommended that the form is submitted as far in advance as possible to allow adequate time to review and to ensure any associated expenses can be paid in a timely manner. If the form is not submitted and approved, the club may not travel.

Travel | Completing the Sport Club Post-Event Form

Finding the Form

The Post-Event Form is found by going to the [Sport Club Engage Page](#) and scrolling down to “Forms.”

Content

The Sport Club Post-Event Form summarizes the results from the club’s trip and gives the club an opportunity to promote any positive outcomes. Below outlines just some of what is asked within the form:

- Event Title
- Event Location
- Host(s)
- Time/Date of Event
- Other clubs that participated
- Any pertinent recognition and results
- Any injuries that occurred
- Number of club participants
- Information about completing a Social Media Request

Uploads

If any event personnel (officials, judges, etc.) need paid from the event, each individual’s completed W9 and Payment Request Form needs to be uploaded within the form. Both of those forms can be found by going to the [Sport Club Engage Page](#) and scrolling down to “View All Documents.”

Deadline

The Post-Event Form is due two business days from the trip’s return to Iowa City. If the form is not turned in on time, the club will receive 5 penalty points. If a late Post-Event Form is then not turned in after a week from being notified by the club’s Assistant Director, the club will be suspended and unable to participate until the form is submitted and approved.

Travel | Travel Related Expenses & Payment Methods

Only after a Sport Club Event Request has been submitted and approved may a club begin the process to make payments associated with the trip. The most common types of travel expenses and methods of payment for each are outlined below.

1. Event Registration

It is common for the host school or host site to require attendees to pay a registration fee prior to participation. Once the Sport Club Event Request for the associated trip has been approved, there are two payment options:

- **Using a Credit Card**

Credit card checkouts are available on an appointment-only basis. To schedule an appointment, contact SOBO at least two business days before your desired appointment day with a completed Credit Card Request Form (from the [SOBO Forms Webpage](#)).

After the procurement/credit card is used, for SOBO to reconcile the expense, they need to be given an associated receipt that exactly matches the amount paid. Unpaid invoices that document the expenses may also be used as receipts. A valid receipt includes the vendor's name, vendor's contact info, and an itemized breakdown of what was purchased and for how much.

- **Requesting a Check/ACH**

Check requests should be made well in advance. Allow at least 4-6 weeks for SOBO to process a check. If a check is the preferred/only option to pay the host, an invoice from the host is needed. Invoices are bills that document the order and associated expense(s) and should be sent to the club from the host. Before requesting payment with club funds, the invoice needs sent to SOBO. Valid invoices include the host's name, host's contact info/ mailing address, and an itemized breakdown of the charge(s). If the invoice includes a charge for sales tax, the vendor will need to remove it prior to the club paying.

Once an invoice is obtained, contact SOBO with a completed Check/ACH Voucher (from the [SOBO Forms Webpage](#)) and state whether you would like the check to be mailed to the vendor or be held for pick-up from SOBO by a club officer.

2. Rental Vehicles

If clubs would like to pay for rental vehicles rather than drive their personal vehicles on a trip, they may do so. University vehicles may be reserved by utilizing Fleet Services. See the "Reserving Vehicles" portion of this section for a complete explanation of using Fleet Services. Clubs are not required to use Fleet Services for rental vehicles and may reserve rental vehicles off-campus. If so, the rental company's policies will need followed. When using off-campus rental vehicles, a University credit card will need used to pay.

- **Using a Credit Card**

Credit card checkouts are available on an appointment-only basis. To schedule an appointment, contact SOBO at least two business days before your desired appointment day with a completed Credit Card Request Form (from the [SOBO Forms Webpage](#)).

After the procurement/credit card is used, for SOBO to reconcile the expense, they need to be given an associated receipt that exactly matches the amount paid. Unpaid invoices that document the expenses may also be used as receipts. A valid receipt includes the vendor's name, vendor's contact info, and an itemized breakdown of what was purchased and for how much.

3. Lodging

When clubs know they will need to stay overnight on a trip, lodging expenses should be paid in advance before the trip's departure. To do, clubs should select their hotel, room types, and request approval and payment by using Lucid Travel. See the "Reserving Hotel Rooms" portion of this section for an explanation of Lucid Travel.

4. Gas

When clubs use personal vehicles or when a gas card is not included with rental vehicles, it is common to request gas reimbursements since prepayment cannot be arranged for gas. Reimbursement amounts will be determined from either the amount paid, as indicated on the receipt, or the mileage travelled, both ways. If the latter, the federal mileage rate will be used.

Each club member that is requesting gas reimbursement needs to keep all receipts. Pictures of a gas pump are not considered valid gas receipts. Rather, members should have the gas receipt printed from the pump or cashier. Additionally, gas receipts that are dated outside the approved trip dates, as indicated on the Sport Club Event Request, will not be accepted.

In addition to keeping gas receipts, each club member that is requesting reimbursement for gas needs to complete a Travel Expense Voucher (from the [SOBO Forms Webpage](#)) which asks for a description of the expense. Once the voucher is completed by each member requesting reimbursement, it then needs sent to the club's treasurer to approve before sending the voucher and associated receipts to SOBO. If the club's treasurer is requesting reimbursement, the president needs to approve it on the form before it can be submitted to SOBO.

Once SOBO receives the receipt(s) and voucher(s), club members should expect 4-6 weeks to receive a reimbursement check in the mail. If interested in receiving payment through direct deposit rather than a mailed check, contact SOBO.

5. Parking

Like gas reimbursement requests, members may also be reimbursed for parking fees since prepayment usually cannot be arranged. Each member that is requesting reimbursement should keep the receipts and complete a Travel Expense Voucher (from the [SOBO Forms Webpage](#)) which asks for a description of the expense.

Once the voucher is completed by each member requesting reimbursement, it then needs sent to the club's treasurer to approve before sending the voucher and associated receipts to SOBO. If the club's treasurer is requesting reimbursement, the president needs to approve it on the form before it can be submitted to SOBO.

Once SOBO receives the receipt(s) and voucher(s), club members should expect 4-6 weeks to receive a reimbursement check in the mail. If interested in receiving payment through direct deposit rather than a mailed check, contact SOBO.

6. Food

Because prepayment cannot usually be arranged for food orders on trips, members may request reimbursement. Each member that is requesting reimbursement should keep the receipts and complete a Travel Expense Voucher (from the [SOBO Forms Webpage](#)) which asks for a description of the expense.

Once the voucher is completed by each member requesting reimbursement, it then needs sent to the club's treasurer to approve before sending the voucher and associated receipts to SOBO. If the club's treasurer is requesting reimbursement, the president needs to approve it on the form before it can be submitted to SOBO.

Once SOBO receives the receipt(s) and voucher(s), club members should expect 4-6 weeks to receive a reimbursement check in the mail. If interested in receiving payment through direct deposit rather than a mailed check, contact SOBO. NOTE: For food orders when less than 20 people ate such food, the receipt, and Travel Expense Voucher (from SOBO's webpage) need to be accompanied with a list of names of those that ate the food.

Travel | Reserving Hotel Rooms

Lucid Travel

Lucid Travel is primarily a hotel booking site that several universities, like the University of Iowa, use as their hotel booking company for student organizations. Clubs are encouraged to make hotel reservations as far in advance as possible but need a submitted and approved Sport Club Event Request first. Once the Sport Club Event Request is approved, hotel rooms can be requested and paid through Lucid Travel. Sport Clubs are required to utilize Lucid Travel as their booking site for each trip. However, if required by the governing body or tournament hosts to stay at a certain hotel or utilize a certain reservation code, only then may a credit card be checked out from SOBO to complete the room reservations outside of Lucid. Lucid is set up so that all payment requests go directly from the club to SOBO for approval.

The Lucid booking site provides discounted rates while also allowing clubs to earn cash back (2-7%) for each trip's purchase. Friends, family, and alumni members of the club are also able to utilize the same Lucid booking site to give cash back rewards to the associated club by selecting the appropriate sport club when making the reservation.

See below for the steps to reserve hotels using Lucid:

1. Clubs do not need to login. Simply go to the University of Iowa Sport Club Booking Link at <https://uiowa.lucidhotels.us/>
2. Once on the booking link page, search and select the desired hotel and rooms for the dates of travel.
 - a. NOTE: All available rooms will be categorized as "pre-paid" rather than "pay at hotel."
3. Once the hotel is selected, you will be directed to the booking check-out page where the officer can search and select your club from the drop-down menu. Be sure to select the correct club to ensure you receive the cash back rewards.
4. Once the club is selected, payment will need set up. There's an option to "Send to admin for approval & payment" which will need selected. Once selected, SOBO will be sent a notification to review the hotel and pay while using the club's funds.
5. Prior to the stay and before leaving campus, it is recommended that the club call the hotel to verify the reservation.
6. At check-in, personal credit cards should be filed with the hotel front desk and be used for any incidentals while on the trip. Club funds will only be used for the room and tax.

After the trip, receipts can be found by going back to the club's Lucid page or they can be found in email notifications sent from Lucid. Cash back earnings will continue to accumulate with each club until ready to cash out. When ready to cash out, notify SOBO who will arrange payment from Lucid Travel to the club's account.

Travel | Reserving Rental Vehicles

Fleet Services

Fleet Services is the University's primary vehicle rental service, and all University groups are encouraged to utilize them when travelling. Clubs are encouraged to make vehicle reservations as far in advance as possible but need a submitted and approved Sport Club Event Request first. Before reserving vehicles, club members will need to approve drivers. Each reserved vehicle will need at least two approved drivers and maybe more depending on the length of the trip. Each driver will need to be reviewed in the University's Driver's License Review System (DLRS). Additionally, each driver must have completed the one-time Defensive Driving Course through ICON. If your club is needing to haul a trailer on the trip, the drivers will also need to complete the one-time Trailer Towing Training Course through ICON. Once the necessary number of drivers are approved, the vehicle reservations may be made.

A benefit of using Fleet Services is that all expenses are included on the reservation (gas, tolls, etc.). Thus, at the conclusion of the trip, the club should not have any reimbursement requests as all the expenses will be routed from the club's account. Additionally, club members are allowed to park their personal vehicles in the on-campus Fleet Services lot while on the trip.

See below for steps to approve drivers and reserve vehicles with Fleet Services:

1. Email sobo@uiowa.edu with an attached [Driver Training and License Review Form](#).
2. Once SOBO inputs drivers into the DLRS, drivers will receive an email from Risk Management asking for authorization to review their license. If any driver thinks they did not receive the email, have them verify that the email did not send to their spam folder.
3. Once enrolled in the Defensive Driving Course, Fleet Services will email all drivers with instructions on taking the course in ICON.
4. Once drivers have been approved, clubs should determine the vehicle type for their reservation. Vehicle types and rates can be viewed publicly on the [Fleet Services Webpage](#).
5. Once the vehicles types are determined, email sobo@uiowa.edu with an attached [Vehicle Request Form](#). Once reservations are made, a confirmation email will be sent from Fleet Services.
6. At the conclusion of the trip, the club will be emailed a receipt of all charges including gas and any tolls.

Off-Campus Rental Vehicles

Clubs are not required to use Fleet Services and will not be able to do so if needing a rental vehicle from an airport. If needing to utilize an off-campus vehicle rental service, the club will be required to follow their requirements. Oftentimes, rental companies require that all drivers are at least 25 years old. National and Enterprise are the preferred off-campus vehicle rental companies. If using National or Enterprise, contact SOBO to receive the University's discount code.

Travel | Reserving Flights

Flights

While not required to utilize, [Student Universe](#) is a booking company that offers discounted flights for student organizations and can also connect the club with a travel agent to assist in making flight reservation. Clubs are encouraged to make flight reservations as far in advance as possible. Once reservation details are set, payment should be made with a University credit card from SOBO in order to avoid reimbursements to members. For all reservations paid with club funds, receipts and flight itineraries from each traveler need to be collected and sent to SOBO once purchased.