**Travel By Student Organizations**

Travel is costly, but can be very rewarding too!

Students orgs have an opportunity to get funds from SUFAC (see the [SUFAC](https://www.uwgb.edu/student-government/committees/segregated-fees-allocation/) web pages)- usually at least 2/3 of travel costs.

Student organizations should file requests for money with SUFAC at least 5 weeks in advance of travel dates to make sure there is time to make appropriate arrangements.

Once funds are secured, please see the Travel Form within Phoenix Connect. It will lead you step by step through the process.

A trip leader, who must be a current UWGB student, the president, vice president or treasurer of an organization to complete the Travel Authorization Form.

To do so, the trip leader will need to know:

A name for your trip (attend the XYZ Conference or participate in club sport competition, etc.).

The destination of your trip (city and state).

The date your trip begins (or leaves Green Bay).

The date your trip ends (or arrives back in Green Bay).

Are there registration fees involved with this trip?  If so, is there a web link for paying them?  You will need to be able to share that link in this form.  If there is no web link, make sure to describe how the registration fee is to be paid.

What is the method(s) of travel.

           Private vehicles/Enterprise vehicles/Bus/Airline?

           There must be enough Authorized Drivers to accommodate all participants.

           Trip leader is responsible for ensuring enough drivers are authorized.

           See the Form for Driver Authorizations.

If your trip requires an overnight stay, what hotels do you prefer?

           How many rooms will you need?

           Who will stay in each room of the hotel?

NOTE: All who sign up are personally responsible for any funds spent that cannot be recovered, even if they do not go on the trip!

**Driver Authorization Form – Anyone who is planning to drive a personal vehicle or rental vehicle must complete this form. Tell all your drivers to see the Driver Authorization Form for Student Organizations in the Student Org Web page.**  This form needs to be completed for anyone wishing to drive for org trips and it needs to be redone every year after September 1.  If your Driver's Authorization Form has not been approved before your trip, we CANNOT reimburse you for mileage.

**If you are traveling via plane, see Sarah O’Brien prior to making any arrangements**.

Hotel Information Form – Sarah will make any reservations your org may need after your trip has been approved. The org must fill out the Hotel name, address, phone number, arrival and checkout dates, number of rooms, and type of room requested. Special rules apply if staying at a hotel in Wisconsin. Even if the university pays for the hotel, your organization may be required to present a credit card at the hotel for incidental charges.

Event Advertising – Student orgs using SUFAC money to fund their travel must advertise in two forms of media throughout campus. Minimum information to include: event, location, dates, organization name, and contact information.

1/3 Contribution – Student orgs using SUFAC money to fund their travel must contribute at least 1/3 of the total trip cost and any costs spent above your allocated amount. Ask Nina for more details.

Registration Fees – Sarah is able to pay registration fees related to travel. Bring in billing info to Sarah.

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