

Travel Process Reference Guide

****Complete these steps ONE MONTH prior to your trip date****

Travel Authorization Form – Fill in Name of Org, Destination, Departure Date, Return Date, Purpose of Trip, and Mode of Travel. **Student organization trip leader must sign the form.** Do not complete the Accounting Information section. This form should be returned to OFO along with the other information at least one month prior to your trip date. Once the OFO supervisor signs this form, your trip is approved.

Travel Form – Every person planning to travel must print their name legibly on this form and indicate whether they are a student or not. Special rules apply to non-students. Return this form to OFO along with the Travel Authorization Form. **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!**

Drivers Authorization – Anyone who is planning to drive a personal vehicle or rental vehicle must complete this form. This form can be found at: <https://fleetportal.wi.gov/my.policy>. If completing it yourself, Click “start a new session”, select type of employee: UW (Logon), select UW campus: UW Green Bay (Logon), enter in your University Username and password. Click on Vehicle Use Agreement and complete form listing Supervisor’s name =Lea Truttmann, and Supervisor’s email = truttmal@uwgb.edu. The UW UDDS Code: UD250000-GBY\Student organizations. Click submit. 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.

Non-students are NOT permitted to ride in a rented vehicle through the university. If a student will be driving their personal vehicle, a non-student can ride along, but the student needs to fill out a drivers authorization form and be approved. If a non-student takes their own vehicle on an org trip, we cannot reimburse them, but a UWGB student could ride along with them.

Mode of Travel – Please check the box of which mode of travel you plan on taking – Enterprise rental vehicle, plane, personal car, or other. Remember, regardless of whether you take rental or a personal car, anyone who is planning on driving must be driver authorized (process is above). Prior to the date of travel, you must get a form from OFO that authorizes you to drive the vehicle. If the trip requires driving over 300 miles in one day, each vehicle will need two or more authorized drivers. **If you wish to cancel reservation vehicle, you must tell our office at least 48 hours before you were planning on leaving.** If you are traveling via plane, see OFO prior to making any arrangements.

Hotel Information Form – OFO 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. Please see OFO for a list of approved hotels. Even if the university pays for the hotel, your organization may be required to present a credit card at the hotel for incidental charges only.

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 1/3 of the total trip cost and any costs spent above your allocated amount. Ask OFO for more details.

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



UNIVERSITY of WISCONSIN-GREEN BAY



2420 Nicolet Drive, Green Bay, Wisconsin 54311-7001

STUDENT ORGANIZATION TRAVEL AUTHORIZATION FORM

NAME OF STUDENT ORGANIZATION

DESTINATION

DATES

DEPARTURE

RETURN

PURPOSE OF TRIP (Name of conference or event)

MODE OF TRAVEL

☐ Enterprise Rental
Car or Van

Student Organization Trip Leader

Date

☐ Plane

Organization Finance Officer

Date

☐ Personal Car

Supervisor

Date

☐ Other

Note: If an airline ticket is charged directly to the University on the University's corporate airfare charge card, a copy of this form and electronic approval must be forwarded to Travel Coordinator in the Controller's Office, CL 730.

Rev. 12/09/19

For travel problems/questions, call:

If Monday-Friday during business hours, call OFO: (Office) 920-465-2258

After hours and on weekends, call Lea: (Cell) 920-327-3023

If OFO is not available, call John Landrum: (Office) 920-465-2532
(Cell) 920-406-0562

Travel Form for Student Organizations

DATE: _____

ORGANIZATION:_____

DESTINATION: _____

DATE(S) OF TRAVEL: _____

PURPOSE: _____

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!

MEMBERS ATTENDING

Name:

Student or Non-Student:

[illegible][illegible]



Hotel Information Sheet

Before your hotel request can be processed, your organization must fill out all Travel Authorization Forms.

Hotel Name: _____

*** All in-state hotel locations must be on the state pre-approved hotel list. Ask OFO for details.**

Address: _____

Phone Number: (____)-____-____

Fax Number: (____)-____-____

Dates: Arrive ____/____/____ Checkout ____/____/____

Number of Nights: _____ **Number of Rooms:** _____

Type of Room: 2 Double beds King Queen Other _____

Price per Room: \$ _____

OFFICE USE ONLY

Confirmation Number: _____ **Name Under:** _____

Confirmation Number: _____ **Name Under:** _____

Check in: _____ **Check out:** _____

Cancellation Policy: _____ **Quoted Rate:** _____

Checklist:

Approved Hotel: _____ **Tax Exempt:** _____ **Fax Charge Authorization:** _____

Entered in Outlook: _____ **Entered in Travel Log:** _____ **Contact org. with info:** _____

Enterprise Rental Program

The University of WI Green Bay works in partnership with the local Enterprise rental company to provide rental vehicles to students traveling on University business. **Any person traveling on University business MUST be driver authorized prior to departure and MUST be 21 years old to drive a rental vehicle!** *(Please see Lea a minimum of two weeks in advance of trip date to complete paperwork)*

Enterprise hours are as follows:

Monday-Friday 7:30am to 6pm

Saturday: 9am to 11:30am

Sunday: Closed

Address: 2260 Main St Green Bay WI 54311

Phone: (920) 469-5262

**Fill up vehicle with gas before returning. There is an additional charge if the vehicle comes back empty. This charge will be the student's responsibility!*

**If returning vehicle after business hours, Enterprise has a drop box for the vehicle car keys. Please make sure to lock the vehicle and put the keys in the lock box.*

Rates are as follows:

Full size vehicle (Nissan Altima, Toyota Camry, Chevrolet Malibu, or similar) \$54/day

Minivan (Dodge Stow N Go, or similar) \$76/day

*These prices include taxes and supplemental insurance. Gas is NOT included in price. This is the responsibility of the student. If you would like to be reimbursed for, gas, please keep all gas receipts and verify with org trip leader to receive reimbursement approval. You will be reimbursed for gas receipt amounts only.

*All vehicles include unlimited free miles per day and per week.

In case of an accident:

***This vehicle will be covered under the STUDENT'S vehicle insurance, so make sure you have appropriate coverage in case of an accident!**

In the event of an accident, it is the responsibility of the driver to immediately report the accident to the following:

Police

Student Organization Finance Officer (Lea)

Rental Vehicle Supplier

Roadside assistance: Enterprise charges \$5/day for this protection. Enterprise will not automatically add this to the bill; drivers are given the choice to add this coverage. The cost of this service is the responsibility of the driver. **UW System policy does not allow for reimbursement for roadside services/towing.**

What if my Enterprise car has service problems or breaks down?

*If service problems arise during normal business hours, you can call the local Enterprise branch or you can call Roadside Assistance at **800-307-6666**. Please keep in mind, Roadside Assistance charges will vary depending on the situation. Most preventable issues such as running out of gasoline or locking keys in the vehicle will result in a service fee assessed to the rental by Enterprise Rent-A-Car.*

Enterprise gas or additional charges agreement.

I, _____, understand that by renting a vehicle from Enterprise Rental under the University contract, that I am responsible for filling up the vehicle with gas PRIOR to returning it to Enterprise. I am also responsible for any damages. Any such charges will be recovered from the student organization or the individual driver before the semester or school year ends.

Date _____

Signature _____