

## Section 7 | Travel Expenses

# QUICK TIPS

### What types of travel are there?

- Traveling without reimbursement from SCP Funds
- Traveling with reimbursement from SCP Funds
- Traveling with applicable costs paid up-front from SCP Funds, remainder reimbursed

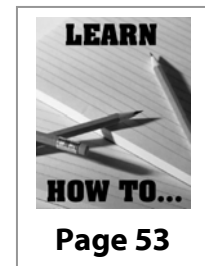


### What needs to be turned in for any organization travel (trips)?

1. Before the Trip
  - a. Pre-Travel Form
  - b. Private Vehicle Consent Form – one time only – for each driver –if applicable
2. Upon Return – Within 2 Days
  - a. Post-Travel Results Form

### What needs to be turned in to get reimbursed for travel?

1. Before the Trip – *At Least 4 Days Prior (Monday at 4:30 for weekend trips)*
  - a. Pre-Travel Form
  - b. Private Vehicle Consent Form (If Applicable)
    - i. One Time Only
    - ii. For Each Driver
  - c. Travel Reimbursement Request – one for each person receiving reimbursement
2. Upon Return – *Within 2 Days of Return*
  - a. Post-Travel Expense Report – one for each person receiving reimbursement
  - b. Post-Travel Results Form



### Where do I find the forms?

All travel forms can be found using the Resource Center link on the Sports Clubs web site at [fsu.campusrec.com/sportclubs](http://fsu.campusrec.com/sportclubs).

### When do I need to turn in the paperwork?

Pre travel forms must be turned a minimum of four (4) days before travel takes place. Thus, forms are due at 4:30 PM Monday for a weekend trip, at the latest. Post travel forms need to be turned in within two (2) days of return from travel.

### Where do I turn in the paperwork?

Paperwork is to be turned in to the Assistant Director of Sport Clubs in the Sport Club Office inside 1035 Tully Gym.



## Travel Expenses | Definitions & SCP Policies

### Different Types of Travel

#### Traveling Without Reimbursement from SCP Funds

This type of travel is when the club does not plan to be reimbursed for any of the costs experienced while traveling. A Pre-Travel Form and a Private Vehicle Consent Form (if applicable) need to be completed before the trip is taken, so that the Sport Club Office is aware of the trip, should any unexpected situations arise. If a private vehicle, one owned by a club member, is being used, a Private Vehicle Consent Form for that club member must be filled out and turned in, along with a copy of the owner's Driver's License and Insurance Card. Following the trip, a Post-Travel Results Form must be turned in no later than two (2) days following the trip.

#### Traveling With Reimbursement from SCP Funds

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

#### Club can be reimbursed for the following expenses:

- Map mileage at \$0.445/mile for non-rental vehicles
  - \*for out of state mileage, use mapquest.com, yahoo travel, or another website to determine mileage
  - \*for in state mileage, use <http://www2.dot.state.fl.us/CityToCityMileage/viewer.html>
- Entry/registration fees
- Rental vehicles (some restrictions apply – **see Assistant Director prior to renting a vehicle**). For rental vehicles, AVIS must be used unless there is a justification as to why AVIS could not be used. To get a quote on car rentals from Avis, use the Florida State University contract code: **AWD #A113400**. The contract with AVIS includes required insurances in the quoted prices, while other rental companies do not.
- Gas for rental vehicles
- Lodging costs (rooms only, no incidentals)
- Food and/or meals are NOT reimbursed

#### Traveling with Applicable Costs Paid in Advance from SCP Funds, Remainder Reimbursed

SCAC Allocated money can be used to pay event registration in advance utilizing the University Travel Card, provided the host of the event accepts credit card entry payment. Costs paid in advance must remain unchanged from the amount agreed upon. Any difference (increase) will be the responsibility of the club and must be reimbursed using non-SCP funds (personal funds, off-campus accounts, other fundraising sources).

The Sport Club Office 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 Club Office related to cancelled trips (cancellation fee, etc.) will be the responsibility of the club and must be reimbursed using non-SCP funds (personal funds, off-campus accounts, other fundraising sources).

In such cases, all club activity will be frozen until any overages or other charges are paid by the club.



## Travel Expenses | Basic Travel Timelines

### Traveling Without Reimbursement from SCP Funds

- Turn in Pre-Travel Form – *Minimum of 4 Days Before Departure*
- Turn in Private Vehicle Consent Form (if applicable) – *Minimum of 4 Days Before Departure*
- Turn in Post-Travel Results Form – *Maximum of 2 Days After Return*

### Traveling With Reimbursement from SCP Funds

- Turn in Pre-Travel Form – *Minimum of 4 Days Before Departure*
- Turn in Travel Reimbursement Request(s) (One for Each Member Being Reimbursed Any Costs) – *Minimum of 4 Days Before Departure*
- Turn in Private Vehicle Consent Form(s) (if applicable) – *Minimum of 4 Days Before Departure*
- Turn in Post-Travel Results Form – *Maximum of 2 Days After Return*
- Turn in Post-Travel Expense Report(s) One for Each Member Being Reimbursed Any Costs) – *Maximum of 2 Days After Return*
- Turn in All Receipts for Reimbursement Costs – *Maximum of 2 Days After Return*
- If all the steps in the process are followed correctly, reimbursement of any remaining travel expenses will take at least 2-3 weeks for the check to be received in the mail.

### Traveling with Entry Fee Paid in Advanced from SCP Funds, Remainder Reimbursed

- Turn in Pre-Travel Form – *Minimum of 4 Days Before Departure*
- Turn in Travel Reimbursement Request for Entry Fees– *Minimum of 4 Days Before Departure*
- Turn in Travel Reimbursement Request for Reimbursed Costs – *Minimum of 4 Days Before Departure*
- Turn in Private Vehicle Consent Form (if applicable) – *Minimum of 4 Days Before Departure*
- Inform Assistant Director of Sport Clubs if you wish to pay up-front for event registration and provide contact information for event registration.
- Turn in Post-Travel Results Form – *Maximum of 2 Days After Return*
- Turn in Post-Travel Expense Report for Entry Fees – *Maximum of 2 Days After Return*
- Turn in Post-Travel Expense Report for Reimbursed Costs – *Maximum of 2 Days After Return*
- Turn in All Receipts for Reimbursement Costs – *Maximum of 2 Days After Return*
- If all the steps in the process are followed correctly, reimbursement of any remaining travel expenses will take at least 2-3 weeks for the check to be received in the mail.

### Making Travel Reservations

Clubs are encouraged to make hotel and rental car reservations as far in advance as possible. **If hotel costs are being reimbursed, DO NOT use a third-party (Travelocity, Expedia, etc.) to book hotel reservations. This will slow-down if not prevent entirely the reimbursement process.**



## Travel Expenses | How to Complete the Travel Process

### How Do I Begin the Process of Taking a Trip?

#### Travel without the use of club funds – Turn in the following forms

Prior to Departure – *at least 4 days prior to departure*

1. **Pre-Travel Form**
2. **Private Vehicle Consent Form** – one time only per year – for each driver – if applicable

Upon Return – *within 2 days of return*

1. **Post-Travel Results Form**

#### Travel with SCP funds – Turn in the following forms

Prior to Departure – *at least 4 days prior to departure*

1. **Pre-Travel Form**
2. **Private Vehicle Consent Form** - one time only per year - for each driver – if applicable
3. **Travel Reimbursement Request** – one for each person receiving a reimbursement

Upon Return – *within 2 days of return*

1. **Post-Travel Expense Report** – one for each person receiving a reimbursement
2. **Post-Travel Results Form**
3. **Receipts for Reimbursed Costs**



## Travel Expenses | How to Complete the Pre-Travel Form

A Pre-Travel Form can be obtained by visiting the Sport Clubs web site , clicking the **Resource Center** tab and the **Traveling Forms & Resources** link. When filling out a Pre-Travel Form properly, all fields, other than those noted as “Office Use Only” must be completed before turning in to the Assistant Director of Sport Clubs. Provided below are explanations of the different fields, what they are and why they are needed. **Please note that any travel cannot take place without ALL of these fields being properly completed.** An example of a properly completed Pre-Travel Form can be found in the following pages of this guidebook.

### Required Fields

**Sport Club Name** – The name of the club making the purchase is needed on all Travel Forms.

**Event** – Name of the event your club is traveling to.

**Location of Event (City/State)** – The Sport Club Office needs to know where you are traveling to.

**Host School/Organization/Site** – Who is hosting the event?

**Date(s) of Event** – The date(s) in which the event is being held needs to be included.

**Date & Time of Departure and Return** – The Sport Club Office needs to know when you are planning on leaving, and when you are planning on returning. This information is needed in case any situations arise in which the office staff needs to know the location of club members. This information also is needed to ensure proper hotel/lodging arrangements are made. The time of departure is when you will be leaving Tallahassee, and the time of return is when you will be arriving back in Tallahassee. Travel reimbursement cannot occur without this information, as it is required by the Travel Office during the reimbursement process completed by the Assistant Director of Sport Clubs.

**Host Contact Person** – In case the Sport Club Office has any inquiries, the name of a contact person from the host school or organization must be provided.

**Contact Person Phone #** – In case the Sport Club Office has any inquiries, the phone number of a contact person from the host school or organization must be provided.

**Contact Person E-Mail** – In case the Sport Club Office has any inquiries, the email address of a contact person from the host school or organization must be provided.

**If overnight trip, where staying (Hotel Name, Address, other)** – The Sport Club Office needs to know your whereabouts while you are away. Because this is university-related trip, you must provide the Sport Club Office with the location in which you are staying while you are away.

**Hotel Phone Number** – The phone number of the hotel you are staying at, if applicable, needs to be provided in case the Sport Club office needs to contact you.

**Method of Travel** – The method of travel you are planning to use needs to be checked, so the appropriate process for the corresponding type of travel can be taken care of.

**Trip Leader, Signature, Phone Number, Date** – The trip leader must acknowledge that he or she is responsible for the club’s actions on the trip. The trip leader will be the contact person used by the Sport Club Office during the trip, should the club need to be reached by anyone in the Sport Club Office.

**Name of Traveler** – Every traveler taking part in this trip must be listed on this part of the form. If a traveler is not listed, he or she cannot go on the trip. This part of the form must be filled in by hand, so the traveler can read and sign that he or she acknowledges the guidelines of the trip. If traveler is listed on semesterly Travel Roster, and has signed, he or she does not have to sign in this field.

**Driver?** – If the traveler will be driving at any point during the trip, it must be indicated in this section.





## Travel Expenses | How to Complete the Travel Reimbursement Request Form

A Travel Reimbursement Request Form can be obtained by visiting the Sport Clubs web site , clicking the **Resource Center** tab and the **Traveling Forms & Resources** link. When filling out a Travel Reimbursement Request Form properly, all fields, other than those noted as "Office Use Only" must be completed before turning in to the Assistant Director of Sport Clubs. Provided below are explanations of the different fields, what they are and why they are needed.

**Please note that travel reimbursement cannot take place without ALL of these fields being properly completed.** Each person requesting reimbursement must fill out a Travel Reimbursement Request Form. An example of a properly completed Travel Reimbursement Request Form can be found in the following pages of this manual.

### Required Fields

**Sport Club Name** – The name of the club making the purchase is needed on all Travel Forms.

**Event** – Name of the event your club is traveling to.

**Event Location** – The Sport Club Office needs to know where you are traveling to.

**Date(s) of Event** – The date(s) in which the event is being held needs to be included.

**Name of Traveler, Phone Number, Email Address, Street Address, Apt. #, City, State, Zip Code** – This is the person that will be receiving the check for the recorded cost. Whoever is going to pay for the costs up front, and is to be reimbursed, should provide his or her information here. If each person is paying separately, each person needs to complete this page. The reimbursement check will be sent to the address provided on the Travel Reimbursement Request Form.

**Method of Travel** – The method of travel you are planning to use needs to be checked, so the appropriate process for the corresponding type of travel can be taken care of.

**Estimated Costs for SCP Reimbursement Amounts** – For each type of cost, an estimated amount needs to be provided. This is used to have an idea how much the trip will cost, and what will need to be reimbursed from your club's allocated funds. If your club does not have enough money to cover the entire trip, you will be reimbursed up to the amount remaining in your budget. The rest will need to be covered on your own.

**Signatures** – A Pre-Travel Form must include the signature of two club officers that attended that semester's office training before it can be processed. This requirement is to make sure that club officers know about the expenditures, can double check that the form is properly completed, and can properly track the club's budget.





## Travel Expenses | How to Complete the Private Vehicle Consent Form

A Private Vehicle Consent Form can be obtained by visiting the Sport Clubs web site , clicking the **Resource Center** tab and the **Traveling Forms & Resources** link. When filling out a Private Vehicle Consent Form properly, all fields, other than those noted as "Office Use Only" must be completed before turning in to the Assistant Director of Sport Clubs. Provided below are explanations of the different fields, what they are and why they are needed.

**Please note that travel cannot take place without ALL of these fields being properly completed.**

Each private vehicle being used needs an accompanying Private Vehicle Consent Form to be filled out. An example of a properly completed Private Vehicle Consent Form can be found in the following pages of this manual.

### Required Fields

**Sport Club** – The name of the club making the purchase is needed on all Travel Forms.

**FSU Card # (last 8 digits)** – The date last 8 digits of your FSU Card number must be entered.

**Make and Model of Vehicle** – The make and model of the private vehicle being used for travel is required.

**Phone Number** – The phone number of the vehicle owner is required.

**Driver License #, State, Expiration** - The DL # for the owner of the vehicle is required. This person is the one to be driving the vehicle at all times. The Driver's License must not be expired.

**Street Address** – The address of the owner of the vehicle is to be included.

**Auto Insurance Company, Policy #, City and Zip** – Personal auto insurance is required for the vehicle to be used for Sport Club travel. To verify that the owner of the vehicle has auto insurance, the company name, policy number, city and zip code are all required.

**Answers to the Yes or No Questions** – Answers to these questions are required so the Sport Club Office can make sure responsible drivers will be doing the driving during a club's travel.

**Driver's License / Auto Insurance Card Expiration Dates** – The dates for the expiration of each of these cards needs to be included on this form. An expired card will not be accepted.

**Driver Signature, Date** – The driver of the vehicle must sign and date the form, to be approved, signed and dated by the Assistant Director of Sport Clubs.

### **What Else Needs to be Included With the Completed Private Vehicle Consent Form?**

A copy of your Driver's License and Auto Insurance Card must be attached to the Private Vehicle Consent form, along with any other travel forms (pre-travel, travel reimbursement request) discussed in the travel section.

### **When Do I Need to Turn In the Pre-Travel Paperwork?**

The Pre-Travel Form, Travel Reimbursement Request Form, and Private Vehicle Consent forms must be turned in NO LATER than four days before the trip. If forms are not turned in by the deadline, the trip cannot be approved.





## Travel Expenses | How to Complete the Post Travel Forms

### How Do I Fill Out the Post-Travel Results Form Correctly?

A Post Travel Results Form can be obtained by visiting the Sport Clubs web site , clicking the **Resource Center** tab and the **Traveling Forms & Resources** link. When filling out a Post Travel Results properly, all fields, other than those noted as “Office Use Only” must be completed before turning in to the Assistant Director of Sport Clubs. The event information provides the Sport Club office with a recap of your trip, including highlights and some other information. An example of a properly completed Post Travel Results Form can be found in the following pages of this manual.

### How Do I Fill Out the Post-Travel Expense Report Correctly?

A Post Travel Expense Report can be obtained by visiting the Sport Clubs web site , clicking the **Resource Center** tab and the **Traveling Forms & Resources** link. When filling out a Post Travel Expense Report properly, all fields, other than those noted as “Office Use Only” must be completed before turning in to the Assistant Director of Sport Clubs. Provided below are explanations of the different fields, what they are and why they are needed.

**Please note that travel reimbursement cannot take place without ALL of these fields being properly completed.** Each person requesting reimbursement must fill out a Post Travel Expense Report An example of a properly completed Post Travel Expense Report can be found in the following pages of this manual.

**Sport Club** – The name of the club making the purchase is needed on all Travel Forms.

**Name of Traveler** – The name of the traveler getting reimbursed is required.

**Event** – The event traveled to which requires reimbursement is required.

**Event Location** – The phone location that was traveled to must be included.

**Date(s) of Event** - The dates of the event traveled to are required.

**Actual Costs for SCP Reimbursement Amounts** – For each type of cost, an actual amount needs to be provided. This is used to submit an Expense Report to the Travel Office at FSU, in order to get reimbursement. The actual cost can be greater or less than the estimated costs provided on the Travel Reimbursement Request Form. However, if there are not sufficient funds in a clubs allocated budget to cover the actual cost, the club must cover the excess cost personally.

**Signatures** – A Post-Travel Expense Report must include the signature of two club officers that attended that semester’s officer training before it can be processed. This requirement is to make sure that club officers know about the expenditures, can double check that the form is properly completed, and can properly track the club’s budget.

### What Else Needs to be Included With the Completed Post-Travel Expense Report?

Receipts for ALL expenditures being reimbursed must be included with the Post-Travel Expense Report. If there is not a receipt for an expense, there is no way to verify the cost of the expenditure to be reimbursed. The Sport Club office will give you an envelope before your trip. It is recommended that during your trip you simply put all receipts into the envelope as you receive them, to turn in to the Sport Club office upon your return.

### When Do I Need to Turn In the Post-Travel Paperwork?

The Post Travel Expense Report along with the Post Travel Results Form must be turned in NO LATER than four days following the trip. If forms are not turned in by the deadline, the trip will not be reimbursed.







## Travel Expenses | Checklist for Traveling to an Event

### Pre-Planning

- Pre-Travel Form submitted at least four days prior to departure
- Travel Reimbursement Request (if needed) turned in for each traveler getting reimbursed at least four days prior to departure
- Private vehicle consent forms turned in for all drivers (if utilizing private vehicles)
- Hotel / overnight arrangements have been made
- Directions to city and event for all drivers
  - Confirm departure time with all members going
  - Confirm directions to hotel/overnight accommodations
  - Confirm start time of event at destination with host school/site
  - Confirm approximate lengths of time for travel and have planned to avoid traveling at, or for, extreme hours
- Have contact information for:
  - Hotel / overnight accommodations
  - Club that you are competing against / Facility of event or tournament
  - All drivers and that each driver has each other's contact information and travel schedules
  - Emergency contact information for each individual on travel roster
  - Sport club personnel contact information
- Money for trip costs ready
  - Entry fees, gas, hotel, food, vehicle rental, toll roads, etc.
- Arrangements made with rental company for any rental vehicles (if applicable)
- Confirm athletic trainer if needed for trip

### Before Departure

- All necessary club equipment packed
  - Uniforms, jerseys, balls, helmets, etc.
- First aid kit packed
- Vehicles full of gas, have been serviced, and are deemed safe for trip
- All vehicles have cell phones and phone chargers
- Confirm weather conditions on trip route are safe for travel

### During Trip and Upon Return

- Keep all receipts from money spent, including tourney/event entry fees
- Collect all equipment and uniforms used on trip
- Within two days of return, completed and turn in Post Travel Expense Report along with receipts that club is getting reimbursed for
- Submit Post Travel Results Form within two days of return

