GROUP TRAVEL TRAINING
WHY HAVE A TRAVEL WORKSHOP?

To help you plan your trip
To put you in the best situation for your trip

- Your safety is priority one!

To better prepare you to budget for your trip
To help you make sustainable travel choices
REASONS FOR TRAVEL

SERVICE TRIPS

CONFERENCES

DANCES

INTERNATIONAL TRAVEL

◦ Work with SAO far in advance
◦ Contact OIS for forms and approval

COMPETITIONS

◦ Athletic Clubs – work with Dave Brown

ANYTHING ELSE?

CONSIDER YOUR GROUP’S MISSION WHEN PLANNING A TRIP
Types of Transportation
TYPES OF TRANSPORTATION

PERSONAL VEHICLE

◦ Only in St. Joseph (IN) county, if approved

CHARTER BUS (APPROVED VENDORS ONLY)

◦ Contract should be turned in 5 business days before the trip

PUBLIC TRANSPORTATION

◦ TRANSPO, South Shore, Coach USA bus to Chicago airports
◦ Airlines -- O’Hare, Midway, or South Bend Regional

ND TRANSPORTATION SERVICES OFFICE

◦ Minivans, sedans; long-distance or local
◦ Submit the Transportation Services Vehicle Request form immediately after submitting the SAOnline request (go to sao.nd.edu, “Forms and Paperwork”)
◦ All drivers must attend vehicle training (see Transportation Services to schedule a training session)

STUDENTS ARE NOT PERMITTED TO GO DIRECTLY TO RENTAL CAR COMPANIES

◦ University insurance only covers drivers when renting through Notre Dame

CONSIDER THE TIME, PLACE, AND MANNER OF THE TRIP
Types of Trips

And things to Remember
DAY TRIPS - IN COUNTY

TYPES OF TRIPS

- Include service activities, meals, entertainment (bowling, putt putt, et. al)
- Dances such as at Century Center (Charter bus company required)

TRANSPORTATION

- Personal Vehicles (Only in St. Joseph (IN) county, if approved) or Public Transportation
- Charter bus company (approved vendors only)

HIGH RISK TRIPS ARE ANYTHING THAT INCLUDES PHYSICAL ACTIVITY OR PROTESTS/Demonstrations

NOTES TO KNOW:

- A University representative may be required
- A waiver will be required
- Gas costs will not be reimbursed for personal vehicles
- If transporting children, make sure to talk with SAO ahead of time
DAY TRIPS – OUT OF COUNTY

**TYPES OF TRIPS**
- Symphony in Chicago
- Shopping trip to Michigan City
- Visiting club counterpart at another institution

**TRANSPORTATION**
- ND Transportation Services Office
- Public Transportation
- Charter bus company (approved vendors only)

**HIGH RISK TRIPS ARE ANYTHING THAT INCLUDES PHYSICAL ACTIVITY OR PROTESTS/Demonstrations**

**NOTES TO KNOW:**
- A University representative may be required
- A waiver will be required
OVERNIGHT TRIPS

TYPES OF TRIPS

◦ Conferences

◦ Tours or Competitions

TRANSPORTATION

◦ ND Transportation Services Office

◦ Public Transportation or Charter bus company (approved vendors only)

HIGH RISK TRIPS IS ANYTHING THAT INCLUDES PHYSICAL ACTIVITY OR PROTESTS/Demonstrations

NOTES TO KNOW:

◦ A University representative MAY be required

◦ A waiver will be required

◦ Trips may not conflict with academic classes unless traveling for educational purposes

◦ Groups must be off the road when driving between 12midnight – 6am
Procedures
WAIVERS AND TRIP BEHAVIOR

WAIVERS MUST BE SIGNED BY ALL STUDENTS WHO PARTICIPATE IN CLUB/ORGANIZATION/HALL TRIPS.

- This waiver will be attached to the approved SAOnline form.
- This waiver should be turned into SAO before departing on the trip.
- Service Clubs have been provided with a year-long waiver.

As you are representing your group and Notre Dame on this trip, please remember to uphold University policies (including *duLac*), and adhere to laws and policies established by the site you are visiting.
EXTENUATING CIRCUMSTANCES

EMERGENCY PROCEDURES

- Weather -- could affect your trip

DEPENDING ON THE DETAILS OF YOUR TRIP, CERTAIN REQUIREMENTS MAY BE MADE:

- Advisor may be required to attend
- Checking in with SAO
- What other details or circumstances can you think of?

CONTINGENCY PLANS
IMPORTANT QUESTION TO ASK

Is this a trip our club/organization/hall should pay for?

Who should go on this trip?

How much should each person contribute to the costs?

Are meals covered in the conference fee, or do your members need to bring their own cash for meals and other incidentals?
  - Should your club/organization/hall be covering these items?

Are you expecting your University representative to pay for his/her own expenses? What are his/her expectations?

If traveling by air, how will you get to the airport?
  - i.e. Public transportation to O’Hare/Midway or personal vehicle to South Bend Regional?

How will you travel once you reach your destination?
  - i.e. Do you have cash for cabs? What about tips?
FINANCES

OUT OF POCKET EXPENSES VERSUS FOAPAL ACCOUNT EXPENSES...HOW MUCH SHOULD THE GROUP COVER?

Consider Student Union Fiscal Policies and/or Club Coordination Council Division Guidelines for undergraduate clubs

WORK WITH ANTHONY TRAVEL FOR:

- Airline or hotel arrangements

WORK WITH DEB ACREY, STUDENT UNION TREASURER’S BOOKKEEPER FOR:

- Conference Fees/hotel/air reimbursements
  - Hotel payments must be made with a University check
- Toll, meals or other reimbursements
  - Do not skip tolls!

DON’T EXPECT YOUR UNIVERSITY REPRESENTATIVE TO COVER EXPENSES ON THE TRIP -- PLAN AHEAD:

Who will pay for dinner on the trip and be reimbursed when you return?

TRIPS THAT COST MORE THAN $5000 NEED TO BE APPROVED BY FINANCIAL MANAGEMENT BOARD – FMB@ND.EDU
MEET WITH YOUR SAO LIAISON AS SOON AS YOU IDENTIFY TRAVEL NEEDS
IDENTIFY UNIVERSITY REPRESENTATIVE TO ACCOMPANY OVERNIGHT TRAVEL
COMPLETE SAONLINE REQUEST…

◦ At least 25 business days before an out of county trip.

◦ At least 10 business days before an in county trip.

◦ Necessary before making any travel arrangements or payments

AS SOON AS SAONLINE REQUEST IS APPROVED AND TRAVELERS ARE IDENTIFIED:

◦ Register for conference/seminar

◦ Book air/hotel/transportation
  ◦ Anthony Travel, or
  ◦ Deb Acrey, Student Union Treasurer’s Office Bookkeeper

  ◦ Payments for hotel can only be made with a University check

• If traveling by charter bus, turn in contract for approved charter bus company to SAO
  5-7 business days in advance

• Send itinerary of conference/event to sao@nd.edu
**TWO WEEKS BEFORE**

- Make contact with local alumni club for support and networking
- *If traveling by ND rental van, submit the ND Transportation Request to SAO*

**ONE WEEK BEFORE**

- Have members sign waivers – return to SAO before travel
- *Pick up check for conference/travel payments from Deb Acrey*
- Remind members to bring their own money to pay for meals not covered
FOLLOW UP

WHEN YOU COME BACK –

Turn receipts into Deb Acrey
  • All receipts need to be itemized and signed by your advisor
  • Remember all toll, meal or other receipts
  • Receipts need to be turned in no later than 45 days after the event to receive a reimbursement for travel and entertainment expenses

Make sure all waivers were turned into SAO before you departed for the trip
Tips for Planning
TIPS FOR PLANNING

ASSIGN A TRIP LEADER. RESPONSIBILITIES INCLUDE (BUT ARE NOT LIMITED TO):

Contact location to confirm dates, times, directions, etc.

Communicate details of trip to group

Take attendance

Collect numbers and emergency information of all those attending the trip

Collect waivers; send waivers to SAO prior to departure

Ensure that your group picks up their vans from transportation and returns them safely and with no incident

Assign driver(s) to vehicle(s). Ensure that this person has been driver trained through Transportation, and has a valid license with them.
  - Rotate your drivers

Here are emergency numbers to give all those attending the trip
  - Campus Police - 574-631-5555
  - Student Activities Office - 574-631-7308
  - Trip Leader(s)’ number
ASSIGN A FINANCER. RESPONSIBILITIES INCLUDE (BUT ARE NOT LIMITED TO):

Keep record of all club/hall/organization money spent

Decide ahead of time who is paying for meals on the trip, the individuals or the group? If the group, who is charging the meals to be refunded later?

Remind group members to bring cash for incidentals and emergencies.

If handling money (collecting trip fees, cash for tolls, etc) bring manila envelopes for money and receipt collection
   ○ Collect Net IDs and addresses of those you are reimbursing

Collect fees and deposit; collect receipts and request reimbursements

Group money should not be used for:
   ○ Alcohol, tobacco, and other drugs
   ○ Personal souvenirs for members
Especially for service groups!

EACH OTHER!

Many groups travel at about the same time, sometimes in the same region. Think about share resources such as transportation, hotels, even an University administrator!
QUESTIONS? COMMENTS? CONCERNS?

THANK YOU!