

-Georgia Southern University-
Campus Recreation & Intramurals

Group (Student) Travel Protocol

(Effective Date: 10/23/08)

Group Travel is defined as 2 or more students traveling to same destination for the same purpose.

NOTE: Failure to follow the group travel protocol may result in loss of future travel and/or reimbursement.

For easy reference, this protocol is divided into several parts to include All Travelers, In-State, Out-of-State and 10-passenger van travel. It is necessary that each group designate a Trip Leader to assist with the necessary paperwork and travel arrangements especially when staff does not accompany the group.

All Travelers:

- All travelers must have prior approval from their respective program director in order to travel.
- Each traveler must submit their Emergency Contact Information when traveling via the Group Travel Itinerary form.
- Trip Leader must submit a completed Group Travel Itinerary in the CRI Main Office prior to departure.

In-State:

- All travelers must follow the 'All Travelers' instructions.
- The following must be followed when Lodging is paid for by the university whether it is pre-paid or reimbursed.
 - A lodging room list which includes each person's name and signature must be submitted within 48 hours after the trip. (A travel itinerary with printed names and signatures will suffice.)
 - A [Motel/Hotel Tax Exemption Form](#) may be submitted to the hotel in order to be exempt from paying the county or municipal excise tax. State sales tax is not exempt. The university may not reimburse the county or municipal excise tax.

Out-of-State:

- All travelers must follow the 'All Travelers' instructions.
- In addition to prior approval from the program director, the trip leader must submit a [Student Authority to Travel](#) form for the group to the respective program director at least 3 weeks in advance of the trip. This form must be filled out completely.
- If less than 8 students are traveling, each student must complete a Student Authority to Travel form.
- Exception: Students traveling on a Southern Adventures trip, Intramural Sports or Club Sports team are not required to submit a Student Authority to Travel.

10 Passenger Van:

- A request for a van must be submitted at the beginning of each semester to secure a van. Check with Steve Sanders on van availability during the semester.
- Drivers must be 21-years of age with less than 3 points on their 3-year driving history and complete a 1-hour van training course offered by CRI. Contact Steve Sanders to take the course.
- A certified 3-year driving history report must be submitted in order to sign-up for the van training course. Georgia license holders must purchase in person at the [Georgia Department of Driver Services](#) in Statesboro located at 202 Randy Lowery Rd (just off Hwy 301 North – across from the National Guard Armory). Non-Georgia license holders must contact their respective Department of Motor Vehicles. The cost of the report is the responsibility of the individual unless otherwise noted.
- The van driving course is required on an annual basis which includes the submission of a 3-year driving report.
- Drivers and passengers are required to wear seat belts at all times when the vehicle is in motion. Make sure all persons traveling in the vehicle have seat belts on and properly adjusted before moving.

Airline:

- If approved for airline travel, travelers are required to keep their boarding pass stubs as proof of travel. Please submit stubs to respective program director upon completion of trip.
- Airfare for group travel may be reimbursed prior to travel. Please use the Travel Reimbursement form.

Guidelines for Travel

- Don't forget your driver's license and health insurance card.
- Trip leader will have emergency contacts for all traveling members.
- Do not leave a hospitalized person behind until a family member arrives. Designate a person to stay if needed.
- Have knowledge of weather for duration of your trip. Call destination & make safe decisions related to travel.
- Have a cell phone & credit card for emergencies & breakdowns.

CAMPUS RECREATION AND INTRAMURALS
GROUP TRAVEL ITINERARY

Program Area: _____ DATE: _____

Trip Leader: _____ PHONE: _____

DATE OF DEPARTURE: _____ DATE OF RETURN: _____

TIME OF DEPARTURE: _____ TIME OF RETURN: _____

TRANSPORTATION:

1. License Plate or Van # _____ Driver _____
2. License Plate or Van # _____ Driver _____
3. License Plate or Van # _____ Driver _____
4. License Plate or Van # _____ Driver _____

Airline Carrier(s): _____

Departing Airport: _____ Arriving Airport: _____

Departing Flight Numbers: _____

Return Flight Numbers: _____

LODGING:

First night _____ Phone: _____

Address _____

Second night _____ Phone: _____

Address _____

Persons Traveling: (Use back of page if necessary)

<u>Print Name & Signature</u>	<u>Emergency Contact Name and Relationship</u>	<u>Emergency Contact Phone</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____

Print Name & Signature

Emergency Contact
Name and Relationship

Emergency Contact
Phone

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____
