

## Section 7 | Travel

*Recent policy changes will appear in hi-lighted and italicized font.*

# QUICK TIPS

### **What constitutes a travel/trip?**

*A Sport Club trip is defined as any travel outside of Johnson County. Regardless of if club members travel together or separately and regardless of if the travel is for a competition or practice, travel forms need to be submitted.*

### **What types of travel are there?**

1. Traveling with applicable costs paid in advance using club funds via a University credit card or check.
2. Traveling with reimbursement from club funds.
3. Traveling without using club funds.

*NOTE: Some trips may be considered both Type 1 and Type 2 above.*

### **What needs to be turned in for any organization travel?**

1. Before the Trip – At Least Three Business Days Prior (Previous Tuesday for weekend trips)
  - Pre-Travel Form
  - Travel Roster
2. Upon Return – Within Two Business Days of Return (Following Tuesday for weekend trips)
  - Post-Event Form

### **What needs to be turned in if club funds are being used for travel?**

1. Before the Trip – At Least Three Business Days Prior (Previous Tuesday for weekend trips)
  - Pre-Travel Form
  - Travel Roster
2. Upon Return – Within Two Business Days of Return (Following Tuesday for weekend trips)
  - Post Event Form
    - Completed and signed Sport Club Travel Reimbursement Request *with associated receipts* for each club member seeking reimbursement, if applicable.
    - Additional section(s) for expenses paid on University credit card, if applicable.

### **Where do I find the forms?**

The Pre-Travel Form and Post Event Form can all be found under “Forms” on the Sport Club page on Engage. A blank Travel Roster Form, required to be uploaded to the Pre-Travel Form, can be found under “Documents” on the Sport Club page on Engage. A blank Sport Club Travel Reimbursement Request, required to be uploaded to the Post Event Form if any member(s) is/are seeking reimbursement, can be found under “Documents” on the Sport Club page on Engage. Each member seeking reimbursement will need to complete and sign a Sport Club Reimbursement Request before uploading.

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

Pre-travel forms must be turned in a minimum of three business days before travel takes place. Thus, Pre-travel forms are due the Tuesday prior to a weekend trip. Post-travel forms need to be turned in within two business days of return from travel. Thus, Post-travel forms are due the Tuesday after a weekend trip. *If a Pre-Travel Form is not submitted nor approved, the club may not travel. If a Post-Event Form is not turned in after a week from the deadline, the club will be suspended and unable to participate until the form is submitted and approved.*

### **Where do I turn in the paperwork?**

All forms and paperwork are to be submitted on Engage.

### **Can my club use University vehicles to travel?**

Sport Clubs can reserve University vehicles from Fleet Services. Clubs will be required to pay all applicable charges and must have University-approved drivers.

## **Travel | Definitions & SCP Policies**

### **Different Types of Travel**

1. Traveling with Applicable Costs Paid in Advance Using Club Funds via a University Credit Card or Check.

It is preferred that all charges that can be paid in advance are paid in advance using a University credit card. Hotel costs should always be paid using the University credit card.

Money from Sport Club accounts can be used to pay event registration and hotel charges in advance utilizing the University credit card, provided the host of the event accepts credit card payment. Costs paid in advance must remain unchanged from the amount agreed upon. Any increase will result in additional charges to the club account.

The Sport Programs 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 Programs Office related to cancelled trips (cancellation fee, etc.) will be the responsibility of the club and will be charged to the club’s account.

## 2. Traveling with Reimbursement from Club Funds

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

Clubs can be reimbursed for the following expenses. Note that pictures of a gas pump will not suffice as receipts for gas. Actual, itemized receipts are required for all reimbursements.

- Entry/registration fees
- Gas
- Airfare
- Lodging costs (rooms only, no incidentals)
- Food and/or meal

## 3. Traveling without Using Club Funds

This type of travel is when the club does not plan to use any club funds for the trip.

# Travel | Basic Travel Timelines and Travel Reservations

## **Traveling with Applicable Costs Paid in Advance Using Club Funds via a University Credit Card or Check.**

- Set-up a meeting with your Assistant Director to book the hotel or have hotel charges transferred to the University credit card, and to pay any applicable registration fees. *This step is recommended at least two weeks prior to departure.*
- Turn in Pre-Travel Form (Including Travel Roster) – Minimum of Three Business Days Before Departure
- Turn in Post Event Form– Maximum of Two Business Days After Return
  - Include All Receipts and signed Reimbursement Requests, if applicable
- If all the steps in the process are followed correctly, reimbursement of any remaining travel expenses will take at least two-three weeks for the check to be received, if applicable.

## **Traveling with Reimbursement from Club Funds**

- Turn in Pre-Travel Form (Including Travel Roster) – Minimum of Three Business Days Before Departure
- Turn in Post Event Form– Maximum of Two Business Days After Return
  - Include All Receipts and signed Reimbursement Requests
- If all the steps in the process are followed correctly, reimbursement of any remaining travel expenses will take at least two-three weeks for the check to be received in the mail.

## **Traveling without Using Club Funds**

- Turn in Pre-Travel Form (Including Travel Roster) – Minimum of Three Business Days Before Departure
- Turn in Post Event Form– Maximum of Two Business Days After Return

### **Reserving Hotel Rooms**

*Clubs are encouraged to make hotel reservations as far in advance as possible. Hotel reservations should be made with a University credit card in order to avoid reimbursements to members. It is best to set up a meeting with the club's Assistant Director to make the reservation or to switch the already made reservation's credit card to a University credit card to be billed at check-out. The Sport Club Program does not use a third-party billing company (Expedia, Hotels.com, etc.) and it is required to book directly with the hotels if using club funds. For all reservations paid with club funds, receipts from each room need to be collected at check-out and uploaded into the Post-Event Form.*

### **Reserving Fleet Services Vehicles**

Reserving a vehicle from University of Iowa Fleet Services can be a lengthy process, often including Driver's License reviews for designated drivers, to be approved to drive a University vehicle. If you want to use a University vehicle for a trip, complete the Pre-Travel paperwork and meet with your Assistant Director as far in advance as possible for assistance in approving drivers and in completing the Fleet Services Requisition Form. *For complete information on this process, proceed to the "How to Reserve Fleet Services Vehicles" portion of this section.*

### **Reserving Flights**

*Clubs are encouraged to make flight reservations as far in advance as possible. Flight reservations should be made with a University credit card in order to avoid reimbursements to members. It is best to set up a meeting with the club's Assistant Director to make the reservation. The Sport Club Program does not use a third-party billing company (Expedia, Kayak, etc.) and it is required to book directly with the airlines if using club funds. For all reservations paid with club funds, receipts and flight itineraries from each traveler need to be collected and sent to the club's Assistant Director once purchased.*

## Travel | How to Complete the Pre-Travel Form for a Trip Using Club Funds

The Pre-Travel Form can be accessed by looking under “Forms” on the Sport Club page on Engage. Please note that no travel can take place without all applicable fields being properly completed. Please pay attention to the descriptions of these fields, as some will only be required depending on certain selections that are made.

**Name of Person Submitting This Form:** Enter your name.

**Phone Number of Person Submitting This Form:** Enter your phone number.

**Hawk ID of Person Submitting This Form:** Enter your Hawk ID.

**Sport Club:** Enter your club’s name.

**Event for Which You are Traveling:** Enter the name of the tournament, event, or matches that will take place (i.e. match vs. Iowa State).

**Event Location:** Enter the city and state of the event.

**Event Contact Name:** Provide the name of a person from the host organization/site/event.

**Event Contact Email Address:** Provide the email address of the person from the host organization/site/event entered above.

**Event Contact Phone Number:** Provide the phone number of the person from the host organization/site/event entered above.

**Travel Roster Upload:** Upload your travel roster. This is required for all trips. All members that are traveling must be included on this form. All members listed must also be on the Club Roster on Engage, or on the Community Member Roster on file, and have a waiver on file. If approved coaches/instructors are traveling, they must be listed as well. A blank Travel Roster Form can be found under “Documents” on the Sport Club home page on Engage.

**Date and Time Leaving Iowa City:** Enter the date and time you anticipate leaving Iowa City. This is required information for University staff to provide the travel office to approve the use of club funds.

**Date and Time of Anticipated Return to Iowa City:** Enter the date and time you anticipate returning to Iowa City. This is required information for University staff and students to provide the travel office to approve the use of club funds.

**If This is an Overnight Trip, Where Will Club Members be Staying?:** Select “Hotel” or “Other”.

*If you selected “Hotel” on the previous question....*

**Name and Address of Hotel** – Enter the name and the address of the hotel. If the hotel is not yet booked because you are waiting to meet with your Assistant Director, note that in this section, and that information can be updated after the meeting with the Assistant Director.

**Phone Number of Hotel** - Enter the phone number of the hotel. If the hotel is not yet booked because you are waiting to meet with your Assistant Director, note that in this section, and that information can be updated after the meeting with the Assistant Director. Still submit this form prior to the deadline.

*If you selected “Other” to the question about where club members will be staying....*

**Please Elaborate on Where Club Members Will be Staying** – Share with us the details of where club members will be staying.

**What Type of Vehicles?** – Select Personal Cars, Fleet Services, or Both.

NOTE: If you select Fleet Services, additional paperwork will need to be completed with your Assistant Director in order to reserve the vehicles. Information on that process can be found later in this Guidebook. *Vehicle types from Fleet Services can be viewed [HERE](#).*

**Are you using club funds for this trip?**

Select “Yes”.

*If you selected “Yes” to the question about whether you are using club funds on this trip....*

**How are you planning on using club funds?**

Select Paid in Advance by University Credit Card, Club Member Reimbursement, or Both.

**Cost of Hotel Including Taxes (Include Number of Rooms, Nightly Rate Per Room, Number of Nights, Total Cost)**

Enter the requested hotel information. Make sure to break down all costs as listed in the question. If the hotel is not yet booked because you are waiting to meet with your Assistant Director, note that in this section, and that information can be updated after the meeting with the Assistant Director. Still submit this form prior to the deadline. Reimbursements require the names of those staying in the room(s) and itemized receipts.

**Cost of Registration**

Enter the cost of registration into the tournament/event. If there is no registration cost, enter \$0.

### **Estimated Cost of Gas (Total and Per Vehicle)**

Enter how much you expect to incur in gas expenses. Break down per vehicle and include the total.

### **Estimated Cost of Fleet Services (Total and Per Vehicle)**

Enter the estimated cost of reserving Fleet Services vehicles. Break down per vehicle and include the total. If you are not reserving Fleet Services vehicles, enter \$0. *Vehicle rates from Fleet Services can be viewed [HERE](#).*

### **Estimated Cost of Airfare (Total and Per Ticket)**

Enter the cost of airfare. Break down per ticket and include the total. Note that you must have approval from your Assistant Director to make airline reservations.

### **Additional Costs**

- Provide a brief description and amounts for any charges not already documented on this form.
- Reimbursement for transportation to the airport and/or parking requires the names of the car owner and riders.
- Reimbursement to Non-UI affiliated travelers requires the following information: Name, address, phone or email.

**Total Cost Estimate for Trip:** Enter the total estimated expenses needed for this trip.

### **Any additional information the Sport Programs Office should know about your trip:**

If there is any other relevant information you would like/think you should share with the Sport Programs Office, please do so.

### **University of Iowa Code of Student Life Acknowledgement**

All clubs represent the University of Iowa and must always abide by the University of Iowa Code of Student Life while traveling. Click "I Agree" to acknowledge that you understand this.

### **Add Reviewers**

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

### **When do I need to submit the Pre-Travel Form?**

The Pre-Travel Form must be submitted no later than three business days prior to departure.

## Travel | How to Complete the Pre-Travel Form for a Trip Not Using Club Funds

The Pre-Travel Form can be accessed by looking under “Forms” on the Sport Club page on Engage. Please note that any travel cannot take place without all applicable fields being properly completed. Please pay attention to the descriptions of these fields, as some will only be required depending on certain selections that are made.

**Name of Person Submitting This Form:** Enter your name.

**Phone Number of Person Submitting This Form:** Enter your phone number.

**Hawk ID of Person Submitting This Form:** Enter your Hawk ID.

**Sport Club:** Name of your Sport Club.

**Event for Which You are Traveling:** Enter the name of the tournament, event, or matches that will take place (i.e. match vs. Iowa State).

**Event Location:** Enter the city and state of the event.

**Event Contact Name:** Provide the name of a person from the host organization/site/event.

**Event Contact Email Address:** Provide the email address of the person from the host organization/site/event entered above.

**Event Contact Phone Number:** Provide the phone number of the person from the host organization/site/event entered above.

### **Travel Roster Upload:**

Upload your travel roster. This is required for all trips. All members that are traveling must be included on this form. All members listed must also be on the Club Roster on Engage, *or on the Community Member Roster on file*, and have a waiver on file. If approved coaches/instructors are traveling, they must be listed as well. A blank Travel Roster Form can be found under “Documents” on the Sport Club home page on Engage.

### **Date and Time Leaving Iowa City:**

Enter the date and time you anticipate leaving Iowa City. This is required information for University staff to provide the travel office to approve the use of club funds.

### **Date and Time of Anticipated Return to Iowa City:**

Enter the date and time you anticipate returning to Iowa City. This information is required for University staff and students to provide the travel office to approve the use of club funds.

**If This is an Overnight Trip, Where Will Club Members be Staying?**

Select "Hotel" or "Other"

*If you selected "Hotel" on the previous question....*

**Name and Address of Hotel** – Enter the name and the address of the hotel. If the hotel is not yet booked because you are waiting to meet with your Assistant Director, note that in this section, and that information can be updated after the meeting with the Assistant Director.

**Phone Number of Hotel** - Enter the phone number of the hotel. If the hotel is not yet booked because you are waiting to meet with your Assistant Director, note that in this section, and that information can be updated after the meeting with the Assistant Director. Still submit this form prior to the deadline.

*If you selected "Other" to the question about where club members will be staying....*

**Please Elaborate on Where Club Members Will be Staying, Including Address (This is Required by the University Travel Office)**

Share with us the details of where club members will be staying.

**What Type of Vehicles Are You Taking?**

Select "Personal Cars."

NOTE: Fleet Services vehicles cannot be used on a trip in which club funds are not being used, as club funds would be used to pay for the Fleet Services vehicles.

**Are you using club funds for this trip?** - Select "No".

**Any additional information the Sport Programs Office should know about your trip**

If there is any other relevant information you would like/think you should share with the Sport Programs Office, please do so.

**University of Iowa Code of Student Life Acknowledgement**

All clubs represent the University of Iowa and must always abide by the University of Iowa Code of Student Life while traveling. Click "I Agree" to acknowledge that you understand this.

**Add Reviewers**

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

**When do I need to submit the Pre-Travel Form?**

The Pre-Travel Form must be submitted no later than three business days prior to departure.

## Travel | How to Complete the Post-Event Form

### How Do I Fill Out the Post Event Form Correctly?

The Post Event Form can be found under “Forms” on the Sport Club page on Engage. The event information provides the Sport Programs Office with a recap of your trip, receipts, reimbursement information, *and official’s payment information*. Complete all required fields before submitting. Required fields for the Post Event Form are outlined below.

**Name of Person Submitting This Form:** Enter your name.

**Sport Club:** Enter the name of your club.

**Event:** Enter the name of the event to which you traveled to compete. If the travel was just for individual matches, list opponents.

**Date(s) of Events:** List the date(s) of the competition(s).

**Event Location:** Enter the city and state in which the event was held.

**Host School/Club/Organization:** Enter the name of the school, club, or organization that hosted the event.

### **Please list the other schools/clubs/organizations that participated**

List the names of other schools, clubs, or organizations that participated in this event.

### **Please list any club or individual honors/recognition received form the event**

We want to know how your club did at this event. Include overall winner(s) of event as well as results for University of Iowa team(s) or member(s).

### **Please list any injuries/incidents that occurred during the event**

Enter brief information for any injuries or incidents that occurred. If no injuries/incidents, put “N/A”. An Accident Report is required to be submitted to the Sport Programs Office for any injuries that occur to University of Iowa students.

### **How many University of Iowa student members participated in this event?**

Enter the number of student members that participated.

### **Photo Upload. *Please share any photos you have from the event. We will use these for marketing purposes for the Sport Clubs program, and/or on social media.***

This is not required but is desired. Upload any pictures you have of your club participating in this event. We want to showcase our clubs!

**Did you travel outside of Iowa City for this event, and if so, did you use club funds for the trip (including reimbursements)?**

Possible answers:

- “Traveled outside of Iowa City and our club if using club funds to pay for part, or all, of the trip expenses (including reimbursements)” OR
- “Traveled outside of Iowa City and our club is not using club funds for any expenses” OR
- “This event was in Iowa City”

**If you selected “Traveled outside of Iowa City and our club is not using club funds for expenses” OR “This event was in Iowa City” on the previous question....**

**Review and Submit** – Please review your submission and click the “Submit” button to finish this form. You may also leave a comment for the reviewer if you have any additional information you would like to add to the form.

**Add Reviewers**

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

**If you selected “Traveled outside of Iowa City and our club is using club funds to pay for part, or all, of the trip expenses (including reimbursements)” on the previous question....**

**Check the “I understand” checkbox** after the statement, “All information asked of you following this page is required by the Travel Office in order to process uses of club funds. If incomplete information is provided, it will cause a delay in any requested reimbursements or payment processing. Properly completed forms, with all required information, typically result in reimbursements provided in 1-2 weeks.”

**How were/are club funds being used? - Possible Answers....**

- “Were paid in advance by Assistant Director using P-Card” OR
- “Were paid by club members who need reimbursement” OR
- “Some charges paid in advance by Assistant Director using P-Card, some paid by club members needing reimbursement”

**If you selected “Were paid by club members who need reimbursement” on the previous question....**

**How many people need to be reimbursed for expenses?** – Choose a number from the dropdown list.

- The limit is six people that can be reimbursed via the same Post Event Form submission.

**Is ANYONE being reimbursed for hotel expenses? – Yes or No**

- If answered “Yes”, the next page will prompt you to upload a list of who roomed with whom in the hotel. This is required by our travel office.

**Is ANYONE being reimbursed for gas charges for their personal vehicle? – Yes or No**

- If answered “Yes”, the next page will prompt you to upload a list of who rode in what vehicles with whom. Please designate who drove each vehicle.

**Upload the Complete Sport Club Travel Reimbursement Request Form for Traveler Needing to be Reimbursed #1. This form must be completely filled out, legibly, and signed by the traveler needing reimbursed. A blank copy of this form can be in the “Documents” section of the Sport Club page on Engage.**

- The limit is six people that can be reimbursed for each trip. Each member requesting reimbursement needs to complete and sign the Sport Club Travel Reimbursement Request Form which is found on the Sport Club home page under “Documents.” The completed and signed form is to be uploaded in this section.

**Upload ALL receipts for expenses that need to be reimbursed for Traveler Needing to be Reimbursed #1. The total amount of receipts must be at least the amount of reimbursement requested on the Sport Club Travel Reimbursement Request Form. Each receipt file needs to be uploaded into a separate “Receipt Upload” section, although there can be multiple receipts in each file as long as they are all legible.**

- The limit is six receipts that may be uploaded for each traveler requesting reimbursement. Club can be reimbursed for the following expenses. Note that pictures of a gas pump will not suffice as receipts for gas. Actual, itemized receipts are required for all reimbursements.
  - Entry/registration fees
  - Gas
  - Airfare
  - Lodging costs (rooms only, no incidentals)
  - Food and/or meal

**Do you need to pay officials for this event? – Yes or No**

- *If answered “Yes”, the next page will prompt you to upload the Officials Payment Request Form and W-9 for each Official. The limit is six Officials for each event. Each official requesting payment needs to complete and sign an Officials Payment Request Form and a W-9 which are found on the Sport Club page under “Documents.” The completed and signed form is to be uploaded in this section.*

- ***Please upload the W9 for Official 1.***

- ***Please upload the Officials Payment Request Form for Official 1***

**Add Reviewers** - Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

**Review and Submit** – Review the Post Event Form and click “Submit” when ready. There is a “comments” section if you would like to leave a note for the reviewer.

**When Do I Need to Turn in the Post-Travel Paperwork?**

The Post Event Form must be turned in no later than two business days following the trip. If form is not turned in by the deadline, five points penalty will be assessed. *If the form is not turned in after a week from the deadline, the club will be suspended and unable to participate until the form is submitted and approved.*

Properly Completed Sport Club Travel Reimbursement Request Form – Found on the Sport Club home page under “Documents.”



## SPORT CLUB TRAVEL REIMBURSEMENT REQUEST FORM

The completed information below will be used, along with the completed Post-Event Form on Engage, to reimburse a student traveler for expenses claimed on behalf of his/her sport club. Completing the information below acknowledges permission to be reimbursed. All expenses claimed below should be accompanied by receipts which must be included in the club’s post-event form. At least one other sport club member will be responsible for verifying that all of information below is accurate. Sport club members requesting a reimbursement must complete and sign separate forms for each trip.

Traveler’s Name: JOHN SMITH

Phone Number: (319) 123-4567

UI Email Address: john.smith-129@uiowa.edu

Hawk ID (Letters, not ID#): jsmith129

**Status:**

- UI Student
- Non-UI Student

\*Note: Reimbursements to UI employees are processed through Workflow and not this form

Sport Club Name: ROCK CLIMBING

Dates of Travel: 11/5/2021 - 11/7/2021

Travel Purpose: COMPETITION @ IOWA STATE

Address to Send Reimbursement Check: 1234 HAWKEYE DRIVE, IOWA CITY, IA, 52242

**Amount to Reimburse:**

\$62.38 Gas

\$0 Airfare

\$219.74 Lodging

\$0 Other – Please explain: \_\_\_\_\_

Total Amount to Reimburse: \$282.12

Traveler’s Signature: John Smith Date: 11/8/2021

By signing, the traveler signifies that the claims are an accurate representation of actual travel costs and the expenses claimed here will not be claimed in duplicate from the sport club, the University of Iowa, any other source, or claimed as a business expense for IRS tax purposes.



2. Email the above compiled information to your club's assigned Assistant Director.
3. The Sport Programs Staff will enter the information into the Driver License Review System.
4. Drivers that need to be reviewed will receive an email requesting permission to check their license history.
5. The Sport Programs Staff will forward the emails from Fleet Services to the club's Travel Officer informing whether a driver has been authorized based on the review system.

### **How do I Properly Complete a Fleet Services Vehicle Request?**

In order to make a Fleet Services Request, you must contact your club's assigned Assistant Director. A meeting with your Assistant Director will need to be scheduled to complete the Requisition Form. This must be done at least two weeks prior to your trip, but further in advance is ideal. Below are explanations of the fields required to be completed for a Fleet Services Requisition Form.

#### **General Trip Information**

**Vehicle will be picked up:** This is the date and time you plan to pick a vehicle up from the Fleet Services lot. The time must be during Fleet Services operation hours (7:00 a.m. – 6:00 p.m. Monday- Friday; 9:00 - 11:00 a.m. on Saturdays).

**Vehicle will be returned:** The date and time you plan to drop the vehicle back off at Fleet Services following your trip. This time can be outside of Fleet Services operation hours.

**I will be leaving my personal vehicle at the pickup location:** If you want to leave your own personal vehicle at the Fleet Services lot during your trip so you have transportation to and from the lot, you may do so. Make sure to select "yes" in response to this question as your car will be ticketed and towed if Fleet Services is unaware you are leaving your personal vehicle.

**Destination:** List the City and State where you are traveling to for the trip. If you are traveling to multiple locations on the same trip, enter the furthest destination.

**Purpose:** List your Sport Club name and what you are doing on the trip. Ex: Women's Volleyball Tournament at Purdue or Brazilian Jiu Jitsu Seminar at Iowa State.

**I would like a GPS Navigation Assistance Device:** If you do not want to use your personal phone as a GPS, you can rent a GPS through Fleet Services. If you want to rent a GPS, select "Yes". If you do not need a GPS, select "No". There is an additional charge for including a GPS.

**I would like an IPASS transponder:** If you are traveling through, or to, the Chicago area, you may want to consider renting an IPASS. This will let you through the tolls without stopping and paying for them out of pocket. You will be charged \$5 for the IPASS plus the cost of tolls. If you want to rent an IPASS, select "Yes". If you do not need an IPASS, select "No".

**Type of Vehicle Request:** Select what type of vehicle you want to rent for the trip – Mid-Sized Sedan (5 passenger), Mini-Van (7 Passenger), Cargo Van (2 passenger), Large SUV (7-8 passenger) Pickup (3 passenger). The number of passengers listed by each vehicle type includes the driver.

**I will be hauling a trailer with this vehicle:** Larger vehicle selections to the previous question will prompt this question. If you plan to haul a trailer, additional questions about trailer dimensions and weight will be asked. Most clubs will answer “No” to this question.

### **Driver #1 Information**

**Driver Type:** Select type of driver from the drop-down list. All students driving for Sport Club purposes are considered “Non-Employee Students”. If you plan to have a coach drive, you will select “Other”. Selecting “Other” will require you to include additional information, so it is best to use student drivers.

**ID/Name:** Click the “Driver Search” button. Enter the Last Name and First Name of your driver and click “Search”. If your drivers are already certified and in the Fleet Services system, they will pop up from the search. Select “Choose this User”. If you cannot find the driver in the system, you will need to complete the Driver Authorization process detailed in the previous pages of the Travel section of this Guidebook.

**How old is the driver:** Select the correct age of the driver using the drop-down list.

**D/L#** - This field may auto populate from selecting the driver in the system previously. If not, you will need to correctly enter the person’s driver’s license number.

**D/L State** – This field may also auto populate. If not, you will need to correctly select the person’s state of licensure.

### **Driver #2 Information**

After completing the Driver Info #1 section CLICK THE ADD DRIVER BUTTON found right above to create fields for entering information for your mandatory second driver. Complete the fields the same as above. If you need a third driver, click the Add Driver button to create fields for Driver #3.

### **Passenger Information**

**Number of Passengers** – Enter the number of passengers not including the drivers you have listed above. Ex: In a five-passenger vehicle with two drivers and three non-drivers, you will enter “3” into this field.

**Passengers Are:** You will select the student box and may also select staff if you have a University of Iowa Faculty or Staff member attending as a coach/instructor of your club. If your coach/instructor is not affiliated with the University of Iowa, select “other” and enter “Coach” or “Instructor” in the box provided.

### Whom May We Contact Regarding this Request?

**Contact Person:** This must be a member of the Sport Programs Professional Staff and should be your assigned Assistant Director. Click “Employee Search” to change the name to the correct contact. Search by First and Last name and once you have found your Sport Programs contact in the system, click “Choose this User”.

**Secondary Contact:** This should be your contact information as the person filling out the form. Click “Employee Search” and enter your information to locate yourself in the system. Then click “Choose this User”

### MFK Info

Enter your club’s MFK number. It should be listed as the following: 450-49-4685-404XX-00000000-6058-000-00000-00-0000

FND	ORG	DEPT	SDEPT	GRANTPG	IACT	OACT	DPACT	FN	CCTR	% of Total	
450	49	4685	██████	00000000	6058	000	00000	00	0000	100	Delete MFK

The SDEPT is unique to each individual club. Your Treasurer or President should be able to provide you with this number if you do not know it. Or, you can contact your club’s assigned Assistant Director.

### Route Form – This must be completed by your Assistant Director

Select “Route Form” in **Workflow** once you have completed the form.

**Choose Workflow Routing:** On the following page make sure slif-Rec Services is selected. If this does not automatically pop up you will need to search through the drop-down menu for 49-4685 (Slif-Rec Services). Select “Continue”.

**Workflow Routing:** Do not change the pre-selected approval level. Select “Continue”.

**Confirm Workflow Routing:** Select “Continue”.

**Finish Workflow Routing:** You have now completed one fleet services request. If you have additional requests to make, click the link to return to Fleet Services Requisition Home and create another requisition. Otherwise, you are finished.