What types of travel are there?
- Traveling with applicable costs paid up-front using club funds, remainder reimbursed
- Traveling without reimbursement using club funds
- Traveling with reimbursement using club funds

What needs to be turned in for any organization travel (trips)?
1. Before the Trip – At Least 6 Days Prior (Previous Thursday at 4:30 PM for weekend trips)
   a. Pre-Travel Form
   b. Travel Roster
2. Upon Return – Within 2 Days of Return
   a. Post-Event Results Form

What needs to be turned in if club funds are being used for travel?
1. Before the Trip – At Least 6 Days Prior (Previous Thursday at 4:30 for weekend trips)
   a. Pre-Travel Form
   b. Travel Roster
2. Upon Return – Within 2 Days of Return
   a. Post-Travel Expense Report(s)
      i. Separate form required for each member seeking reimbursement OR
      ii. One form for costs paid on University credit card (if no members are seeking reimbursement)
   b. Post-Event Results Form

Where do I find the forms?
The Pre-Travel Form, Post-Event Results Form, and Post-Travel Expense Report can all be found by clicking **Forms** on the Sport Club home 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 home page on Engage.

When do I need to turn in the paperwork?
Pre-travel forms must be turned in a minimum of six days before travel takes place. Thus, forms are due at 4:30 PM the previous Thursday for a weekend trip, at the latest. Post-travel forms need to be turned in within two days of return from travel.

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

Traveling with Applicable Costs Paid in Advance Using Club Funds, Remainder Reimbursed

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 entry 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 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 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.

Traveling Without Reimbursement from Club 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 Travel Roster need to be completed before the trip is taken, so that the Sport Programs Office is aware of the trip, should any unexpected situations arise.

Traveling With Reimbursement from Club 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 the traveling club’s account.

Club can be reimbursed for the following expenses (itemized receipts are required for all reimbursements except mileage):

- Map mileage
- Entry/registration fees
- Fleet Services vehicle rentals
- Gas
- Lodging costs (rooms only, no incidentals)
- Food and/or meals
Travel | Basic Travel Timelines

Traveling with Applicable Charges Paid in Advanced from Club Funds, Remainder Reimbursed

- Turn in Pre-Travel Form (Including Travel Roster) – *Minimum of 6 Days Before Departure*
- 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
- Turn in Post-Event Results Form – *Maximum of 2 Days After Return*
- Turn in Post-Travel Expense Report – *Maximum of 2 Days After Return*
  - Include 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 Without Reimbursement from Club Funds

- Turn in Pre-Travel Form (Including Travel Roster) – *Minimum of 6 Days Before Departure*
- Turn in Post-Event Results Form – *Maximum of 2 Days After Return*

Traveling With Reimbursement from Club Funds

- Turn in Pre-Travel Form (Including Travel Roster) – *Minimum of 6 Days Before Departure*
- Turn in Post-Event Results Form – *Maximum of 2 Days After Return*
- Turn in Post-Travel Expense Report – *Maximum of 2 Days After Return*
  - Include 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.

Booking Hotels

Clubs are encouraged to make hotel reservations as far in advance as possible. **If you book your hotel room(s) yourself, you must set-up a meeting with your Assistant Director to have charges transferred to the University credit card. You can also set-up a meeting with your Assistant Director to have him/her book the hotel room(s).**

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 your trip, complete the Pre-Travel paperwork and meet with your Assistant Director as far in advance as possible.**
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 6 days prior to departure

1. Pre-Travel Form (Including Travel Roster)

Upon Return – within 2 days of return

1. Post-Event Results Form

Travel with the use of club funds – Turn in the following forms

Prior to Departure – at least 6 days prior to departure

1. Pre-Travel Form (Including Travel Roster)
2. Meet with Assistant Director to arrange hotel charges and reservation of Fleet Services vehicles, if applicable

Upon Return – within 2 days of return

1. Post-Travel Expense Report – Include receipts for all costs being paid with club funds (except mileage)
2. Post-Event Results Form
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 home 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.

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 Date(s) – The date(s) of the event.

Event Location – Enter the city and state of the event.

Approximate Distance from Iowa City – Enter the approximate miles of travel one-way from Iowa City to the destination city. Use Google Maps and just enter Iowa City to destination city).

Host School/Organization/Site – Who is hosting 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 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.

Anticipated Return to Iowa City – Enter the date and time you anticipate returning to Iowa City. This is required information for University staff 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.

How many vehicles are you taking? – Select 1, 2, 3, or 4.

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.

Are you using club funds for this trip? – Select “Yes”.

Driver Information – Each vehicle is required to have two drivers listed. Depending on the number of vehicles you selected in the previous question, you will be required to enter driver information for a number of individuals. Below is the information required for each driver:

Driver Name – Enter the name of the driver
Driver Email Address – Enter the email address of the driver
Driver Phone Number - Enter the phone number of the driver

Repeat this process for as many drivers as is required to be listed (two per vehicle).

How are you planning on using club funds? – Select Paid in Advance by University Credit Card, Club Member Reimbursement, or Both.

If you selected “Club Member Reimbursement” or “Both” on the previous question....

How many people will be getting reimbursed? – Select 1, 2, or 3.

Club Member Being Reimbursed Information – Certain information is required by the Travel Office in order to issue reimbursements. Depending on the number of members you selected that are getting reimbursed, you will be prompted to enter information for a number of individuals. Below is the information required for each person getting reimbursed.

Name – Enter the name of the person being reimbursed
Hawk ID – Enter the Hawk ID of the person getting reimbursed
Email Address – Enter the email address of the person getting reimbursed
Phone Number - Enter the phone number of the person getting reimbursed
Address – Enter the address of the person getting reimbursed. This is where the check will be sent.

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.

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.

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.

Enter Reviewer Email Address – Use of club funds requires the approval of two club officers. In this field, enter the email address of a second club officer. When you submit the form, it will automatically be sent to the second officer for approval. The Sport Programs Office will not review the form without the approval of a second officer. This approval must be received by the established deadline for form submission.

Any additional information the Sport Programs Office should know about your trip – If there is any other relevant information you would like to/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 abide by the University of Iowa Code of Student Life at all times while traveling. Click “I Agree” to acknowledge that you understand this.

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

The Pre-Travel Form must be submitted no later than six business days prior to departure. If a club is leaving on a Friday, the Pre-Travel Form is due the previous Thursday, eight total days in advance.
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 home 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.

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 Date(s) – The date(s) of the event.

Event Location – Enter the city and state of the event.

Approximate Distance from Iowa City – Enter the approximate miles of travel one-way from Iowa City to the destination city. Use Google Maps and just enter Iowa City to destination city.

Host School/Organization/Site – Who is hosting 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 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.

Anticipated Return to Iowa City – Enter the date and time you anticipate returning to Iowa City.

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.

How many vehicles are you taking? – Select 1, 2, 3, or 4.

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.

Are you using club funds for this trip? – Select ”No”.

Driver Information – Each vehicle is required to have two drivers listed. Depending on the number of vehicles you selected in the previous question, you will be required to enter driver information for a number of individuals. Below is the information required for each driver:
   
   Driver Name – Enter the name of the driver
   Driver Email Address - Enter the email address of the driver
   Driver Phone Number - Enter the phone number of the driver

Repeat this process for as many drivers as is required to be listed (two per vehicle).

Any additional information the Sport Programs Office should know about your trip – If there is any other relevant information you would like to/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 abide by the University of Iowa Code of Student Life at all times while traveling. Click “I Agree” to acknowledge that you understand this.

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

The Pre-Travel Form must be submitted no later than six business days prior to departure. If a club is leaving on a Friday, the Pre-Travel Form is due the previous Thursday, eight total days in advance.
Travel | How to Complete the Post-Event Results Form

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

The Post-Event Results Form can be found under Forms on the Sport Club home page on Engage. The event information provides the Sport Programs Office with a recap of your trip, including highlights and some other information. Required fields for the Post-Event Results 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 – 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!

Travel Reimbursement – Click “I Agree” to acknowledge that a Post-Travel Expense Report is required for each individual seeking reimbursement for expenses incurred on the trip, or if costs were paid using University credit card.
How Do I Fill Out the Post-Travel Expense Report Correctly?

The Post-Travel Expense Report can be found under Forms on the Sport Club home page on Engage. Complete all required fields before submitting. A separate Post-Travel Expense Report is required for each person requesting reimbursement using club funds. Additionally, a Post-Travel Expense Report is required if costs were paid using a University credit card. Required fields for the Post-Travel Expense Report are outlined below. A Post-Travel Expense Report cannot be completed by the same person that is requesting reimbursement through completion of the report.

Name of Person Completing This Form – Enter your name.

Sport Club – Enter your club name.

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

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.

Date and Time of Departure from Iowa City – Enter the date and time that you left Iowa City for this trip.

Date and Time of Return to Iowa City – Enter the date and time that you returned to Iowa City from this trip.

This Post-Travel Expense Report is For: Select “Reimbursement for Club Member”, “Charges Paid on University Credit Card”, or “Both”.

If you selected “Reimbursement for Club Member” or “Both” on the previous question...

Name of Person Seeking Reimbursement – Enter the name of the person that needs to be reimbursed. This person cannot be the same as the person completing this form.

Address of Person Seeking Reimbursement – Enter the mailing address for the person seeking reimbursement. This is where the reimbursement check will be sent.

Hotel Charges – Select how the hotel charges were paid. The options are “Were paid by this traveler and need to be reimbursed”, “Were Paid on a University Credit Card”, “Neither”. Hotel charges should always be paid on a University credit card unless there are extenuating circumstances that have been discussed prior to the trip with your Assistant Director.

If you selected “Were paid by this traveler and need to be reimbursed” on the previous question....

Date of Expense – Date hotel charges were paid as listed on the receipt.

Total cost of hotel rooms paid by this traveler for one night (combine all charges for all rooms) - Enter the total cost of all hotel rooms for one night.

Number of nights paid for by this traveler – Enter the number of nights for which this traveler paid for hotel rooms.

Was the hotel an official conference/tournament/event site or headquarters? – Select “Yes” or “No”.

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Were all hotel expenses paid by the same club member? – Select “Yes” or “No”. If “No”, a separate Post-Travel Expense Report is required for all travelers seeking reimbursement.

Please list the names of those team members who stayed in hotel rooms on this reimbursement request – Include the names of all club members staying in hotel rooms relevant to this Post-Travel Expense Report. Separate lists of names based on who roomed with who.

Upload Itemized Receipt From Hotel – Upload the hotel receipt. If there are multiple receipts, you can upload in the fields for (2) and (3).

Upload Proof of Competition File – Upload a file that proves your team competed on this trip. The Travel Office may require this verification.

If you selected “Were Paid on a University Credit Card" to the question of how hotel charges were paid....

Date of Expense – Date hotel charges were paid as listed on the receipt.

Total cost of hotel rooms for one night (combine all charges for all rooms) - Enter the total cost of all hotel rooms for one night.

Number of nights– Enter the number of nights for which club members stayed in hotel rooms paid for by the University credit card. The number of nights multiplied by the total cost of hotel rooms for one night should equal the total amount on the receipt.

Was the hotel an official conference/tournament/event site or headquarters? – Select “Yes” or “No”.

Please list the names of those team members who stayed in the hotel room(s) – Include the names of all club members staying in hotel rooms relevant to this Post-Travel Expense Report. Separate lists of names based on who roomed with who.

Upload Itemized Receipt From Hotel – Upload the hotel receipt. If there are multiple receipts, you can upload in the fields for (2) and (3).

Upload Proof of Competition File – Upload a file that proves your team competed on this trip. The Travel Office may require this verification.

If you answered “Reimbursement for Club Member” or “Both” to the question “This Post-Travel Expense Report is for”...

Gas Charges – Select “Need to be reimbursed to this traveler” or “Do not need to be reimbursed to this traveler”

If you selected “Need to be reimbursed to this traveler”...

Upload Gas Receipt – Upload receipts for gas expenditures. If you need to upload multiple, you can in the subsequent fields. Receipts must be for gas purchased after you leave Iowa City, or upon your immediate return. Purchase of gas before you leave is replenishing gas that was used for personal reasons, not for club travel. If you wish to fill-up upon return to Iowa City and be reimbursed, you must refill immediately upon your return.

Are there any other costs for which this traveler needs reimbursement? – If there are additional charges that need to be reimbursed, select “Yes”. If all costs have been entered, select “No”. If the Post-Travel Expense Report is for costs paid using a University credit card, select that option.

If you selected “Yes” to the previous question...

Please explain additional expenses that need to be reimbursed – Provide a brief explanation of charges that have not yet been documented on this report. Upload applicable receipts in the fields following this field.
Enter Reviewer Email Address – Use of club funds requires the approval of two club officers. In this field, enter the UIowa email address of a second club officer. When you submit the form, it will automatically be sent to the second officer for approval. The Sport Programs Office will not review the form without the approval of a second officer. This approval must be received by the established deadline for form submission.

Acknowledgement – Click “I Agree” after reading the statement.

When Do I Need to Turn In the Post-Travel Paperwork?
The Post-Travel Expense Report along with the Post-Event Results Form must be turned in NO LATER than two business days following the trip. If forms are not turned in by the deadline, the trip will not be reimbursed.
Travel | How to Reserve Fleet Services Vehicles

How Do I Get Club Members Authorized to Drive Fleet Services Vehicles?
If you plan to take fleet services vehicles on your trip you need to have certified drivers. To become certified a driver must complete a one-time online test and have their driver’s license reviewed yearly. All costs associated with authorizing drivers will be taken out of the club’s account.

Online Test Registration:
1. Download the Fleet Services Driver Training Participant List. This can be found under Documents on the Sport Club home page on Engage.
2. Complete the form for all drivers who need to take the online test.
3. Email the completed form to your club’s assigned Assistant Director.
4. The Sport Programs Staff will fax this form to Fleet Services.
5. All listed drivers who need to complete the Driver Training will receive an email from Fleet Services with instructions on how to complete the training and test.

Driver’s License Review Instructions:
1. Compile the following information for all drivers who have not driven within the past year:
   1. Driver’s Name
   2. Hawk ID
   3. State of Licensure
   4. Driver’s License Number
   5. Number of years the individual has held a license in that state (including permits)
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 or not 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. Your Assistant Director will provide you with a form required to begin the process. This must be done at least four weeks prior to your trip.

Once that form has been processed, your Assistant Director will notify you that you can complete the Fleet Services Request Form on Employee Self Service. To access the Request form:

1. Go to the University of Iowa homepage - https://uiowa.edu/
2. Click Faculty/Staff at the top right corner
3. Select Employee Self Service on the next page
4. Login using your HawkID and password
5. Select the “ADMINISTRATION” tab
6. Click “Fleet Services Requisition” under the Forms table
7. Click the “Start a new requisition” button

(Steps pictured below)
Fleet Services Requisition

Due to flood preparations, Fleet Services has relocated their vehicle rental operations to the Campus Maintenance Facility (CMF).

Here is a link to a map where we are now located: http://maps.uiowa.edu/cm)

As a reminder, this map is better viewed in the Chrome or Firefox Internet browser.

Enter through the front door of the building that faces Madison Street. When you pick up your vehicle, please park in Lot 64 as normal and then proceed to the front door of the Campus Maintenance Facility and follow the signs to our location.

Our phone numbers will remain the same, so if you have any questions, please call us at 384-9564.

Thank you for your patience and we apologize for any inconvenience.

For information regarding rates, vehicle type or Fleet Services policies visit the Fleet Services website.

Welcome to the Fleet Services Requisition Tool. What would you like to do?

Start a new requisition

OR

Search Requisitions, View My Drafts, View Submitted Requisitions.

SEARCH SUBMITTED REQUISITIONS

Instructions: Search terms are cumulative and are in order of precedence listed.
You will then have opened a new fleet services request form. A few things to keep in mind when making fleet services requests:

- Completing a Fleet Services Requisition Form provides you with one vehicle. For multiple vehicles on the same trip, you will have to fill out multiple forms.
- You cannot pick-up a vehicle outside of Fleet Services operation hours (7:00 AM – 6:00 PM Monday-Friday; 9:00-11:00 AM on Saturdays).
- You must have at least two drivers per vehicle to rent a Fleet Services vehicle. For longer trips, three or more drivers may be required.
- All drivers must be certified before they can be registered as a driver.
- If you no longer need a vehicle you may cancel up to two hours before the pick-up time with no penalty.
- The club and all individuals in each vehicle will be held responsible for any action that breaks any University of Iowa Sport Club policies, the University of Iowa Code of Student Life, or federal or state laws.

A Fleet Services Request Form should be filled out at least two weeks prior to travel, but further in advance is ideal. Below are explanations of the fields required to be completed for a Fleet Services Request 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 AM – 6:00 PM Monday- Friday; 9:00-11:00 AM 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 Judo 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”.

**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 3rd 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-00000000-6058-000-00000-00-00000

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**

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”.

![Recreational Services Logo](image)
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.

Example of a Properly Completed Fleet Services Request
Passenger Info
Number of Passengers: 5
Passengers are: 🅱️ Staff ☑️ Students ☐ Patients ☐ Other
If other, please describe: 1 Coach

WHOM MAY WE CONTACT REGARDING THIS REQUEST?
Contact Person: Budnik, Karl M
Secondary Contact: SMITH, JOHN W
Reminder Email
I would like a reminder email sent to all contacts & drivers at noon the day prior to the reservation.

MFK INFO
Add an MFK

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<th>GRANTPG</th>
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ADDITIONAL REMARKS
Remarks/Notes:

Route Form in Workflow  Save as Draft  Reset