

Travel Officer Training

2023-2024

Travel Policies



Driver Requirements

Unless stated otherwise, it will be assumed that only 5 members will be traveling in each car. Event approval will depend on the minimum number of drivers required to transport 5 members per car.

Additionally, multiple drivers will be required per car if the travel distance exceeds 250 miles.

**All drivers are required to take a minimum 30-minute break at least once every 3 hours.*

[Steps to Become an Approved Driver](#)

Flight Requirements

Clubs must email flight information to screcordermanager@gmail.com a minimum of **5 days** before departure.

Independent Travel

Members who will be traveling independently must submit an *Independent Travel Form* to sportclubs@campusrec.ucdavis.edu.

This document must be filled out and signed by the club's Travel Coordinator and requires the approval of the *Sport Club Coordinator*. Please submit as soon as possible to guarantee approval.

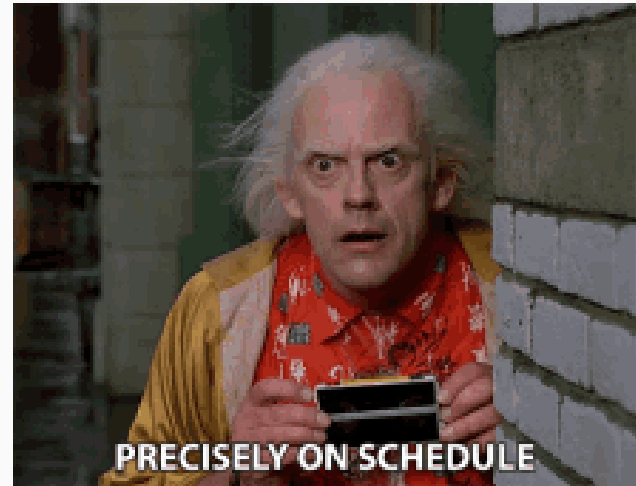
1. Contact Manager

- Share event information
- Keep your manager up to date about any changes



2. Create an Event on DoSportsEasy

- In-State Travel: 2 weeks
- Out-of-State Travel: 1 month
- Basic Info:
 - *Event Type*
 - *Event/Opponent Name*
 - *Event Start/End*
 - *Location*
 - *Home/Away*



Creating an Event

1. Go to [DoSportsEasy](#) Site
2. Select **Events** under your club
3. Select **Add New Event**
4. Fill out Basic Information
5. Submit

Add New Soccer: Women's Event

Basic Info ✓

Event type:

☒ Game ☐ Tournament ✓

Event/Opponent Name:

Stanford ✓

Event start:

9/21/2022 7:00pm ✓

Event end:

9/21/2022 9:00pm ✓

Location:

☒ Away

Notes:

NOTE!

In State travel needs to be submitted 2 weeks ahead of travel. Out of State travel needs to be submitted 1 month ahead of travel.

NOTE!

Once the event is submitted - you can use the **Edit button** on the right side of the events' table **to submit Travel/Lineup form (prior to the event) and Report form (after the event)**

SUBMIT

CANCEL

Completed Event

1. Basic Info Submitted
2. Go back to event and select **Edit**
3. Select all members from the finalized roster
4. Fill out ALL **Travel** info
5. Check box for approval

Manage Table Tennis Event

Basic Info ✓ Members ✓ **Travel ✓** Report Summary

NOTE: In State travel needs to be submitted 2 weeks ahead of travel. Out of State travel needs to be submitted 1 month ahead of travel.

Event Site ✓ Site Address: Burnham Pavillion ✓ Zip: 94305 ✓

Method of Travel ✓ City: Palo Alto ✓ State: CA ✓

Lodging: Site Contact Name must be from facility — cannot be club member Site Contact Name: Mark Wei ✓ Phone: 714-408-4066 ✓

Arranger: Departure Date/Time: 2/1/2022 11:15am ✓ Return Date/Time: 2/5/2022 8:15pm ✓

Write down any notes about event here Notes: Event and Travel Approved TC 2/3

☒ Check this box only when all the Travel information is complete and the form is ready for director's approval. If you expect edits to the Members List, vehicles/drivers, etc.- don't check the box now, wait until all is set.

☒ Travel approved ☐ Travel pending

SAVE CANCEL

Away Events Checklist

1. Basic Information
2. Members Traveling
 - a. There have to be enough approved drivers to fit 5 members per car unless stated otherwise
3. Travel Information
 - a. Event Site
 - i. Site Contact Name and Phone Number must be someone at the event who will not be traveling with the competition team.
 - b. Method of Travel
 - c. Lodging
 - d. Arrangement
 - e. Check box

***ALL** event information must be submitted **5 days** before travel date

Once the event is approved, an email will be sent to officers to pick up binder and medkit.

Binder + Medkit must be returned the Wednesday after event

Manage Triathlon Event

Basic Info ✓ Members ✓ Travel ✓ Report Summary

NOTE: In State travel needs to be submitted 2 weeks ahead of travel. Out of State travel needs to be submitted 1 month ahead of travel.

Event Site ✓

Site Address: 1740 E. Mission Bay Dr ✓ Zip: 92109 ✓

City: San Diego ✓ State: CA ✓

Site Contact Name: UCSD Race Director (Paul) ✓ Phone: 619-276-8200 ✓

Departure Date/Time: 2/10/2022 10:00am ✓ Return Date/Time: 2/14/2022 5:00pm ✓

Notes:

☒ Check this box only when all the Travel information is complete and the form is ready for director's approval. ✓
If you expect edits to the Members List, vehicles/drivers, etc.- don't check the box now, wait until all is set.

Becoming a driver

1. Select yes on Driver info tab
2. Send a picture of driver's license to sportclubs@campusrec.ucdavis.edu
3. Wait for approval (it may take at least a week for us to get records back)

*For Out-of-state licenses & licenses submitted within a week of departure date, a pull notice (driving records) must be requested from their state DMV and sent to sc recordermanager@gmail.com



*Fleet Reservations



- Contact Recorder Managers to request Fleet
 - At least **2 weeks before** departure
 - DO NOT TRY TO MAKE RESERVATIONS ON YOUR OWN
- Make UC Drive Account
- Fleet is not free
 - Money will be automatically taken out from allocation

Recorder Manager Email: screcordermanager@gmail.com

3. Pick up Travel Binder and Medkit

- Approval Email with Itinerary
 - Keep itinerary in case of emergency
- Pick up Travel Binder and Medkit from the Office
 - Bring to event



4. Return Travel Binder and Medkit

- Due the **first Wednesday following event**
- If return is delayed, contact Sport Club Office IMMEDIATELY

Sport Club Office Email: sportclubs@campusrec.ucdavis.edu

Flight Requirements

- Contact Recorder Managers with flight information **as soon as flights are booked**



Independent Travel

UC DAVIS
CAMPUS RECREATION
AND UNIONS

Independent Travel Form

This form is used for an individual to request permission to deviate from the club's approved travel itinerary and should be submitted to the UC Davis Sport Clubs Office during normal business hours. This form **must** be submitted a minimum of ten business days prior to the proposed travel date. Once reviewed, the travel coordinator will be notified of the status of the request. Late independent travel forms will not be filed, but will hold up the approval of the overall travel.

Form is due at least 2 weeks prior to travel date.

Name: _____ Club: _____
Email: _____ Cell Phone: _____
Date(s) of Team Travel: _____ Team Travel Destination: _____
Date/Time You Plan to Leave the Team: _____
Date/Time You Plan to Return to Team: _____
Reason for Departing From Team: _____
Individual's Proposed Travel Itinerary (be as specific as possible): _____

Will you be travelling with the club at any time during the trip? Yes _____ No _____

If yes, then please indicate when you will be travelling with the club:

Departure from UC Davis Information	Return to UC Davis Information
Driving: _____	Driving: _____
Airport: _____	Airport: _____
Airline: _____	Airline: _____
Flight #(s): _____	Flight #(s): _____

Acknowledgement/Release of Liability

By signing below I understand and acknowledge that during the time I voluntarily deviate from the club's approved travel itinerary that I am not representing UCD, thus not covered by any insurance the University would normally provide. At such point when and if I rejoin the club during the club's approved travel itinerary, I will once again be representing UCD, thus covered by any insurance the University would normally provide. Please note that when participants choose to use their own personal vehicles, the owner's liability insurance, not the university's coverage, will be the primary insurance if an accident occurs (University Policy & Procedure 300-25). Additionally, I understand that I may not seek travel reimbursement for any expensed associated with the voluntary deviation from the club's approved travel itinerary.

Participant's Name (please print) _____ Participant's Signature _____ Date _____
Travel Coordinator's Name (please print) _____ Travel Coordinator's Signature _____ Date _____

For Office Use Only

☐ Approved ☐ Not Approved ☐ Additional Info Needed

Sport Club Coordinator _____ Date _____

- Members who will be traveling separately will need to submit an **Independent Travel Form**
 - At least 4 days prior to event
 - Signed by Travel Coordinator
 - Submitted to Sport Club Office by email for approval
- Examples of independent travel:
 - Member traveling earlier or later than rest of team.
 - Member staying at different overnight lodging.

It's okay if you don't know everything, just make sure you follow these points and everything will be A-OK:

- 1. Communicate with your managers and our office**
- 2. Familiarize yourselves with your resources**
 - a. Officer resource page
 - b. Sport Clubs Handbook/Cheatsheet
 - c. DoSportsEasy
 - d. Abby's Newsletter
- 3. Follow the DUE DATES**
- 4. HAVE FUN!**



Questions?

