

# Travel Procedures Campus Rec

2023-2024





## Contact Information

Barbara Madsen (travel/transaction specialist)  
[barbara.madsen@usu.edu](mailto:barbara.madsen@usu.edu),  
 435-797-9825; office hours 8am-2pm,  
 appointment hours 9am-1pm

Lore Clark (travel/transaction specialist)  
[lore.clark@usu.edu](mailto:lore.clark@usu.edu), 435-797-1458, office  
 hours 8am-2pm, appointment hours 9am-  
 1pm (please contact if Barbara is out of office for  
 long period of time)

Jennifer Seamons (Business Manager)  
[jennifer.seamons@usu.edu](mailto:jennifer.seamons@usu.edu)  
 435-797-9466, Office hours 8am-5pm

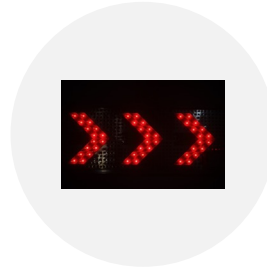
OFFICE LOCATION:  
 2<sup>nd</sup> floor Taggart Student  
 Center/Juniper Lounge

## 2nd Floor

- 201 Grand Ballroom
- 211 [Marketplace](#)
- 212 [Card Office/Dining Services](#)
- 212F [TSC Operations](#)
- 220 [Division of Student Affairs](#)
- 221 Aspen Room
- 223 Maple Room
- 225 [Veterans Resource Office](#)
- 227 [LatinX Cultural Center](#)
- 229 Big Blue Room
- 232 [Event Services/Catering](#)
- 236 The Sunburst & International Lounges
- 246 [Registrar's Office](#)
- 248 [Cashier's Office](#)
- 248C [Bursar's Office](#)



# TRAVEL



How to start your travel



Rules and Procedures



Helpful hints



Upon return



## Have a travel PLAN

*Not submitting the travel requests prior to travel is against University Policy, and is a minor infraction that will result in a \$75 fine. Not completing a travel request prior to travel more than once will result in a \$300 fine and your team may lose travel privileges*



Make a travel plan:

1. Check your account balance
2. Complete Dosportseasy

<https://www.usu.edu/campusrec/competitive-sports/club-sports/dse>

including dates, location, full roster with emergency contacts, hotel information, transportation, etc.



A TA will be initiated by Campus Rec Advisor and approved through business services. Direct deposit will need to be set up for the traveling representative.

A TA is needed **ANY TIME** you leave Cache Valley and will be put on all your invoices.

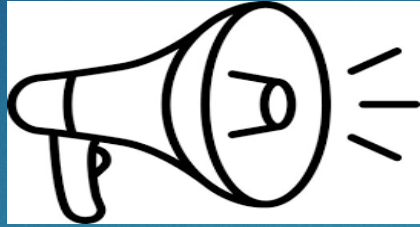


Get your hotel, flight, rental car reservations:

Pay with your All Card OR

Make appointment with travel specialist or team advisor to reserve and pay.

# Reservations



Reservations will now be made **by in-person appointment only; 15+ business days prior to travel**. (exception may be Nationals, but please make appointment as soon as possible) Please specify on the appointment request what specific reservations you will be getting (include all reservations needed). I will **NOT** be taking reservation requests via email. If you have a question or concern about a travel related topic, please email or call, but emails will not be accepted for reservation requests.

Make all decisions with your team **BEFORE** the appointment.

1. Look at costs of all necessary expenses.
2. Know what transportation and lodging you will require and have a first choice, second choice and third choice. Have all details available (example: which hotels are in the location you need, transportation request (dates, time of pick up and drop off, names of drivers for transportation, flights- all names as they appear on ID, Dates of birth, gender, one cell phone number)
3. If reservations are NOT completed during your 1 hour appointment, another appointment will need to be made or the remaining reservations will be your responsibility to get.

**REMEMBER:** after the initial reservation, ALL CHANGES are up to you and your team to do.

# All Cards



University credit card:  
Don't have a card? Please contact  
your Business Services Financial  
Manager ([Jennifer Seamons@usu.edu](mailto:Jennifer.Seamons@usu.edu))  
in our Student Affairs Office.

Assigned to coach or team president  
**BRING TO ALL APPOINTMENTS!**

Must get itemized receipts for each  
transaction

Receipts must be signed by card holder

### **UPON RETURN:**

Return receipts within 48 hours and fill  
out a form for reconciliation of  
expenses. (late receipts may be fined  
\$75)



# Accounts Payable/Payroll Direct Deposit



Scan this code with your phone camera

Click on pop-up notification that will take you to  
[Banner.usu.edu](https://Banner.usu.edu)

Enter your A-number and strong password and authentication  
Enter Direct Deposit Information for Accounts Payable and  
Payroll (if employed by USU)

If you have any questions, please call the Controller's Office  
@ 435-797-1011

## Rules and Procedures



Travel needing assistance with reservations must be turned in **at least 15 business days (3 weeks)** prior to departure.



Travel **not** needing assistance with reservations must be turned in **10 business days (2 weeks)** prior to departure.



# Club Sports



- ▶ Only due paying members and coaches/managers are authorized to travel



- ▶ The Athletic Trainer may travel when schedule permits, travel costs are covered by the club

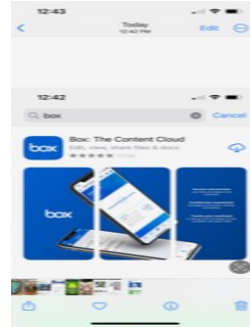


- ▶ Travel binders can be picked up from the Assistant Director of Competitive Sports the week of travel

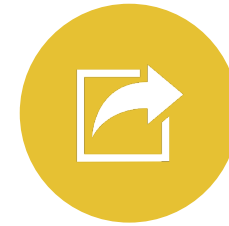


- ▶ Changes on team roster will be given to travel specialist and Assistant Director of Competitive Sports **5 days prior to departure**

## BOX Folders



If you would like to see your reservations, please add the Box app to your phone or laptop.



PLEASE email travel specialist to add your **University email** to our BOX files so you can see them and request a link.



You can also use “search files” and put in the name of your team sport (examples: baseball, M. LAX, Hockey).



Go to BS- Student Affairs Travel Files/Travel VPSL Teams/ Club Sports Team Travel/ (your team sport)



# Hotels

You may reserve other hotels instead of using USU Lucid. Some national tournaments require that you reserve from their site only. Please remember that you should give your card number over the phone for safety.

- If you are getting multiple rooms, you can talk to the hotel's "group sales" for a discounted amount.
- Airbnb/VRBO can be used but are under the discretion of campus rec. Travel specialists cannot book Airbnb/VRBO's. A team rep or direct report will need to book and pay for all Airbnb/VRBO's after communication with campus rec. Any damages and extra charges will be the team's responsibility.
- Rooms will be shared with standard four-person occupancy (no co-ed rooming)
- No hotels on Las Vegas strip are allowed.

Consider the ratings on hotels as well as location and cost. BE SAFE!

Please keep all information on your reservation and the **final invoice**.

Team funds cover room rate and taxes; additional room charges will be divided among those assigned to the room. Hotels must be refundable.

**BE AWARE:** Information can be submitted for refund requests, however refunds for unused hotel stays or cancellation **after** the deadline **ARE NOT** guaranteed to be refunded. Flights may or may not be available for refund, but refunds or credits may apply depending on each circumstance/price of flight purchased.

# Helpful travel tips for Lodging



## Lodging:

You can book hotels with Lucid travel by going to [usu.lucidhotels.us](https://usu.lucidhotels.us)

Make sure you see the Utah State logo top left corner

A screenshot of the website usu.lucidhotels.us. The browser address bar shows the URL. The website header includes the Utah State logo and the Lucid Travel logo. Below the header, there is a navigation menu with options for "Hotel Reservations", "Car Rental", and "Flights". A search form is displayed, asking "Where do you want to be near?" with a text input field for "Destination, hotel, landmark or address". It also includes fields for "Check-In Date", "Check-Out Date", and "Number of Rooms" (set to 1). A "Continue" button is visible. On the left side of the search form, there is a circular logo for "CAMPUS RECREATION PLAY WELLNESS ADVENTURE" with a large "A" and "EST 1989". Below the search form, there is a section titled "How This Works" with a "Watch Video Tutorial" link and a note: "Use the searchbox above to browse options and find rates. You do NOT have to be logged in to book."



# Lucid Hotels/USU teams

Customer Service Live Chat Existing Reservation Find Your Team Page

Lucid Travel Profile

Where? Check-In Check-Out Rooms

Twin Falls, ID 09/10/2021 09/12/2021 7 Quick Search

AAA Member Senior Discounts Military/Government Rates Business Traveler

Twin Falls

View Hotels on a Map

Showing 20 hotels

Star Rating

★★★★★

★★★★

★★★

★★

Hotel Name

Filter by hotel name

Price Range

\$0 \$456+

Guest Reviews

0 5

Amenities

Pet Friendly

Pool


Sort By Landmark Zipcode or Address Price Stars Name Best Savings

**SureStay Hotel by Best Western Twin Falls**

1260 Blue Lakes Blvd. N, Twin Falls, ID, 83301, US

1.44 miles north of Twin Falls, ID center

Special internet rate that is booked online.



**\$119.00**

★★★

Read Reviews


Continue

**Red Lion Hotel Twin Falls**

1357 Blue Lakes Blvd. N, Twin Falls, ID, 83301, US

1.56 miles north of Twin Falls, ID center

Special internet rate that is booked online.



**\$149.60**

★★★

Read Reviews


Continue

**Best Western Plus Twin Falls Hotel**

1377 Blue Lakes Blvd. N, Twin Falls, ID, 83301, US

1.64 miles north of Twin Falls, ID center

Special internet rate that is booked online.



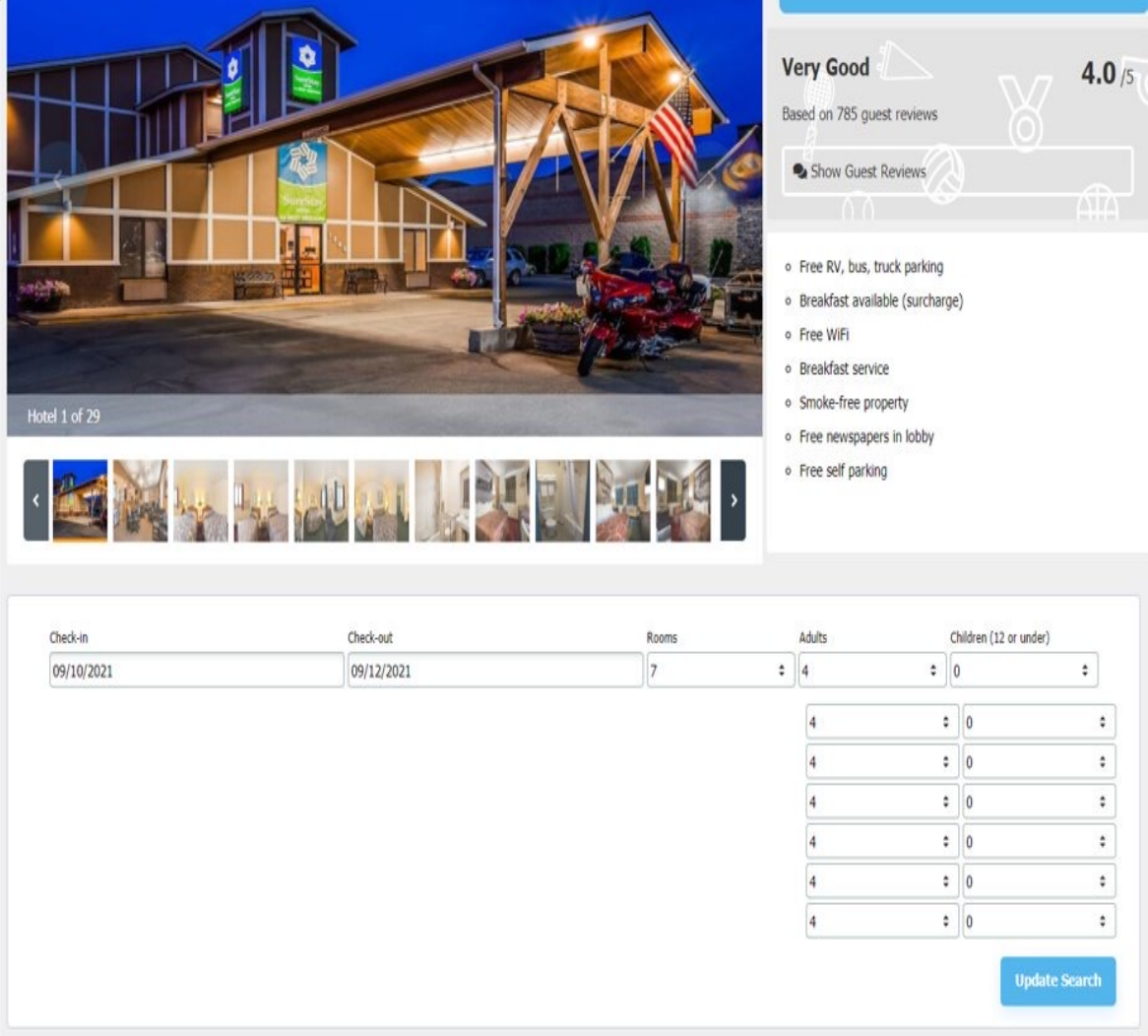
**\$145.60**

★★★

Read Reviews

Continue

# Lucid Hotels/USU teams



**Very Good** 4.0 / 5  
Based on 785 guest reviews

Show Guest Reviews

- Free RV, bus, truck parking
- Breakfast available (surcharge)
- Free WiFi
- Breakfast service
- Smoke-free property
- Free newspapers in lobby
- Free self parking








Hotel 1 of 29

Check-in: 09/10/2021    Check-out: 09/12/2021    Rooms: 7    Adults: 4    Children (12 or under): 0

Update Search



## Lucid hotels/USU teams

	<b>2 Queen Beds Refrigerator, Microwave</b> <a href="#">more</a> Special online rate - Book now! FREE Cancellation before 09/10/2021 Non-Smoking	<b>\$140.25</b> Nightly Rates Pay at Hotel	<a href="#">Book Now</a>
	<b>2 Queen Beds Refrigerator, Microwave</b> <a href="#">more</a> Special online rate - Book now! FREE Cancellation before 09/10/2021 Non-Smoking	<b>\$142.99</b> Nightly Rates Pay now	<a href="#">Book Now</a>
	<b>Essential Workers Only 2 Queen Beds Full Breakfast Larger Room, Microwave, Refrigerator</b> <a href="#">more</a> Breakfast is included! Eligible for brand loyalty rewards FREE Cancellation before 09/10/2021 Non-Smoking	<b>\$153.00</b> Nightly Rates Pay at Hotel	<a href="#">Book Now</a>
	<b>Essential Workers Only 2 King Beds Full Breakfast Third Floor Family Room, Microwave, Refrigerator</b> <a href="#">more</a> Breakfast is included! Eligible for brand loyalty rewards FREE Cancellation before 09/10/2021 Non-Smoking	<b>\$157.50</b> Nightly Rates Pay at Hotel	<a href="#">Book Now</a>
	<b>2 Queen Beds Full Breakfast, Microwave, Refrigerator</b> <a href="#">more</a> Breakfast is included! Eligible for brand loyalty rewards FREE Cancellation before 09/10/2021 Non-Smoking	<b>\$165.00</b> Nightly Rates Pay at Hotel	<a href="#">Book Now</a>
	<b>2 King Beds Full Breakfast Third Floor Family Room, Microwave, Refrigerator</b> <a href="#">more</a> Breakfast is included! Eligible for brand loyalty rewards FREE Cancellation before 09/10/2021 Non-Smoking	<b>\$175.00</b> Nightly Rates Pay at Hotel	<a href="#">Book Now</a>
	<b>1 Queen Bed</b> <a href="#">more</a>		<a href="#">Book Now</a>

## Problems with Lucid? Contact Lucid Support

Lucid Travel Support <support@lucidtravel.us>

Note the cancellation policy-  
bottom left! All hotels vary!

### Secure booking - it only takes 1 minute

**Act now, pricing and availability may change.**

Department

Club Sports



USU Club Baseball

How did you want to pay for the reservation?

I will use a credit card

Notify my administrator to approve and provide payment arrangements  
[Kayleen Streater]

#### Guest Details

Guest Name

Full name of one of the people in the room

+ Add roommate name

+ Best Western Rewards® #

Phone

+1

Email

Email

+ Add another email

+ Any special requests or accessibility needs?

Text me a copy of the confirmation

Stay dates look correct? Fri, Sep 10 → Sun, Sep 12, 2021

#### Hotel's Cancellation Policy

Free cancellation before 09/10/2021 Cancel after 09/10/2021 16:00 PM  
LOCAL HOTEL TIME: \$119.00.

[Request Confirmation From My Administrator](#)



SureStay Hotel by Best Western Twin Falls  
1260 Blue Lakes Blvd. N  
Twin Falls, ID 83301  
United States

**Arrival: Fri, September 10, 2021**

**Departure: Sun, September 12, 2021**

[Change](#)

#### Guests and Rooms:

1 Room, 2 Nights  
Adults 1 Children 0

#### Room and Rate/Night

1 Queen Bed Refrigerator, Microwave

#### Nightly rates

09/10/2021 \$119.00  
09/11/2021 \$119.00

*Special online rate - Book now!*

Sales Tax \$19.04 USD

**Total for 1 Room: \$257.04 (USD)**

[Complete Booking](#)

#### Book with Confidence

- Secure payment
- Instant confirmation
- 18+ years of satisfied customers
- 24/7 Customer Support



# Canceling reservation/how to see refund- Lucid

- PDF
- Add to Calendar
- Add Another Room
- Email It
- Text It
- Print It
- Add Flight

### Summary

✕ Cancel this reservation

Itinerary Number: H7138389

Booked	Number	Team Name	Name	Type	Hotel Name	Rooms	Location	In	Out	Total	Total	Refunded	Receipt	Notes
2023-07-27	H7138389 Confirmed	USU Club Soccer M	Porter Stowell porterstole@icloud.com	Prepaid	Comfort Inn San Diego Old Town	6	San Diego, CA	10/05/2023	10/09/2023	\$4895.76	\$6110.58		Receipt	Add View(0)
					StoneCreek Lodge	3	Missoula, MT	04/14/2023	04/16/2023	\$884.88	\$1020.72	-990.10	Receipt	Add View(0)

## Helpful travel tips for transportation



### Flying:

- If Travel Specialist is assisting with group flights of 10 or more, Christopherson Travel will be used during appointment.

Christopherson Travel (State of Utah desk) with [DarrylTruelove@Utah.gov](mailto:DarrylTruelove@Utah.gov) phone: 1-720-200-4118.

- There will be additional fees when booking.

10-25 tickets-\$24.50 per ticket, 26-50 tickets-\$22 per ticket, 50 or more \$19 per ticket.

If you don't require assistance purchasing flights of any size, please be sure to use a reputable airline and check that your all card's balance can pay for charges. If Travel Specialist is assisting with flights of less than 10 travelers, flights can be purchased online at time of appointment. **Please bring All Card to appointment.**

- Each airline has varied cancelation policies depending on the cost of the ticket. Please read the policy so you know if you can cancel, transfer, or change your ticket. Only reputable airlines will be allowed for purchase. Business services advised against using Lucid for flights or rentals. **All changes will be up to the team.**

- Please include your direct report and travel specialist before booking and cc on emails with final invoices. If a ticket is purchased with someone else's credit card, you may need to add an authorized user to the information to make changes. Prices will vary and increase the closer they are to your departure date.

[Please look early for the best rates.](#)



**Flight Request Form**

Date of Departure:  Date of Return:

Destination City/State:

Purpose of Travel:

Team (if applicable):

Airport of Departure:  Same Airport for Return?   
If not, which Airport?

Preferred Airline:

Preferred Time of travel:  
Departure:  Return:

Additional requests:  Lodging  Rental Car  Shuttle

Comments:

Traveler Info: Cell Phone # for updates:

	Full Name as it appears on ID:	Date of Birth:	Legal Sex:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			

## Flying continued:

Flight roster and airline details **MUST** be done before coming to your appointment.

This form is linked here that you can use if you have an appointment for flights:

<https://www.usu.edu/student-affairs/business-services/files/TeamFlightRequestfinalv2.pdf>

Flight roster must have:

Each traveler's name as it appears on the ID presented at airport, date of birth, gender, and a cell phone number (contact for airline)

**ALL CHANGES ON RESERVATIONS WILL BE MADE BY THE SPORTS TEAM** (travel specialists can make the initial reservations by appointment, but once the reservation is made, **changes are up to the team or team representative**). Changes include date/time changes, cancelations/refunds, transfers or change of spelling/name, change of location, dropping a flight or hotel room, etc.



## Driving:

Options include: Personal vehicles, Motor Pool, Rentals

### Personal Vehicles

**Always start with a full tank and fill tank on day of return**

You must have a *valid license* to operate the type of vehicle involved.

**NO citations** received within the past 12 months for any of the following: an automobile accident, driving under the influence of alcohol or drugs, or reckless driving

1. Ensure vehicle is duly licensed and registered, and driver is authorized to operate vehicle
2. Complete Driver Training Procedure (link on team resource page)
3. Must be done every school year
4. Email the “Certificate of Completion” to the Assistant Director of Competitive Sports





## University Motor Pool

12 and 15 passenger vans are not permitted (USU Policy 524.4)

Mini buses can be reserved from Motor Pool that hold 14 passengers with one driver (15 people total) and [additional mini bus training through Motor Pool must be completed for at least 2-3 individuals to drive](#)

[\(Training is by appointment, so reserve the training at least a week in advance\)](#)

**Do NOT** use University vehicles for personal errands or to transport family members

All drivers must have completed the [driver safety video and test and have a valid driver's license](#) prior to departure

Reserve Motor Pool vehicles by calling 435-797-3145 or go to <https://www.usu.edu/parking/rental>

Please look at rental rules and pricing at the link above for cost estimate



- Set Rates at all Enterprise/National locations nationwide with USU rentals
- Full Collision Damage Waiver & \$1 million in liability for University approved travel. (Must have a travel request submitted for your trip to be approved.)
- Unlimited miles, no charge for additional drivers
- No young renter fees

## University paid Enterprise rentals

Please send the following information to [Elizabeth.Monaco@usu.edu](mailto:Elizabeth.Monaco@usu.edu) at the USU Travel Office

Traveler's name

Traveler's cell phone number

Pick-up location, date, and time

Return location, date, and time

Type/class of vehicle(s)

TA# and Index #

USU encourages renting through USU's contract with Enterprise that provides additional insurance coverage and discount. The contract number MUST BE USED to get this. Use [Enterprise XZ47427 to book Enterprise yourself \(state business travel and add TA number\)](#)

For additional information:

<https://www.usu.edu/travel/before-and-after#before>



## Safety is the First Priority

- No hitchhikers
- No traveling between the hours of 11 pm and 5 am
- Driving time cannot exceed 10 hours per 24-hour period
- Change drivers every 2 hours when driving for 10 hours
- (STOP in a SAFE place to change drivers like rest area, gas station, off an exit)
- Wear your seat belt any time the vehicle is in motion
- For weather factors, an accident, or if your vehicle breaks down, call campus rec director immediately
- For accidents, please refer to <http://www.usu.edu/risk/vehicles/vehicle-use-policy> and find additional information for Enterprise and accidents in team Tracker in BOX or at <https://www.usu.edu/risk/claim-reporting>





# Cash Advance Requests

Cash advances can be requested **10 + business days in advance (on your TA)** prior to travel for teams who do not have an All Card. (requests take 3 days to process and will process at 9 am the business day following approval) Cash advances can be put on your TA when requested to your direct report.

Advances will be in the Travel Officer's name and be direct deposited into the account in Banner of the Travel Officer.

Club travel officer is responsible for the full amount of the advance and returned receipts.

- Receipts and unused cash must be returned to Travel Specialist or personnel in the TSC within **5 days of return.**
- Please take photos of ALL receipts as a back-up.** Physical receipts are always preferred, but **photos** of receipts may be used if others are lost or missing. There shouldn't be a need for missing receipt forms if photos are taken. Missing receipt forms should only be used for receipts that are not itemized.





# Payment card Requests

Payment cards (loaded cash cards) can be requested **10+ business days prior to travel** (exception is Nationals, but 5 days is necessary for these to be loaded). These come in handy when a team cannot get the all-card and/or separate cars and separate times to purchase gas. These need approval from the team coordinator that the travel specialist will get.

Please fill out "Payment Card Request Form". Information needed for cards:

First and last name/A-number for each card, and amount requested for EACH card.

Cards will be picked up/signed for in our office in the Juniper Lounge (all receipts must be returned **within 5 days** to our office (a fine may be imposed for late receipts)

## Travel Procedures After Return



- ▶ If you had a cash advance (or payment cards), turn in receipts (backup photos) and remaining cash if applicable to the Travel Specialist or personnel in Student Business Services Office in the TSC **within 5 days** of return
- ▶ Travel Officer will Venmo players upon itemized receipts given to him/her
- ▶ Binder, cards, and all card receipts (from all card) will be returned to Assistant Director of Competitive Sports within **5 days of return** or club returning these late may be fined a minimum of \$25

Note: itemized receipts include what was purchased in detail, date, vendor name (and signature)





Questions?

Safe travels!