

## Campus Rec Travel Handout

[Barbara.Madsen@usu.edu](mailto:Barbara.Madsen@usu.edu), 435-797-9825; office hours 8am-2pm, appointment hours 9am-1pm  
[Lore.clark@usu.edu](mailto:Lore.clark@usu.edu), 435-797-1458, same hours as above, (please contact if Barbara is out of office for long period of time)

[Jennifer.Seamons@usu.edu](mailto:Jennifer.Seamons@usu.edu) (Business Manager) 435-797-9466

**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](#)



### **CHANGES TO CAMPUS REC TRAVEL 2023-2024**

- Reservations will be made **by appointment only** with Barbara Madsen: <https://calendly.com/barbaramadsen>
- Teams must look at account balance first.
- Teams must have transportation, lodging, etc. **decided upon before appointment**. Teams need to look at costs of transportation and lodging and have a few options to complete at appointment.
- If reservations are not completed during the one-hour appointment, another appointment needs to be made or the reservations are up to you, your team, and/or team direct report to complete.
- Airfare for 10+ (group flights) will be booked through Christopherson Travel (State of Utah desk) if travel specialist makes the reservations and will have additional fees.
- Your club team is responsible for **all changes to all reservations** after reservations have been booked.
- Airbnb and VRBO reservations will be made by the team or direct report with approval from the director of Campus Rec and all responsibility will be in the name of the booking party. Travel specialists are not allowed to reserve these.

## What do I need to do before I travel??



1. Check your account balance
2. Complete DoSportsEasy information
3. A TA (travel authorization) is needed ANY TIME you leave Cache Valley and will be put on all invoices. Not submitting the TA 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.
4. Plan what you need. Look up costs for hotel, flight, rental car etc. and know what your plans are before you make an appointment with your travel specialist. Have a first, second, and third choice for hotels, flight times, etc. in case the first choice isn't available.
5. Get your hotel, flight, rental car reservations:

Pay with your All Card OR make an appointment with Travel Specialist or team advisor to reserve and pay.

Reservations will now be made **by appointment only; 15+ business days prior to travel**. (Exception may be Nationals, but please make an 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.

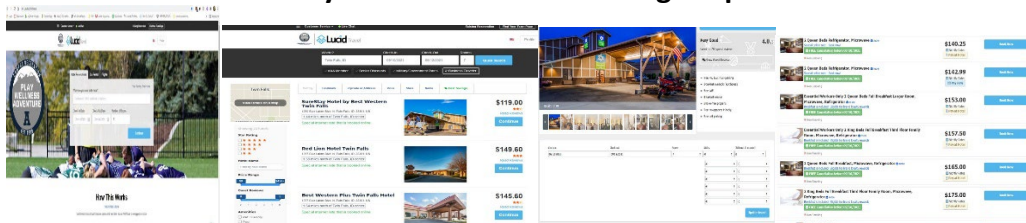
Make all decisions with your team **BEFORE** the appointment.

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, cell phone numbers)
3. **If reservations are NOT completed during your 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 make and pay for.**

## HOTELS:

- 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**



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 Streator]

**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

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. Travel specialist can pay during your appointment, so if you need it more quickly, please plan to pay with your card when you reserve it.

- 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 Specialist will not make these reservations (see policy 515.3)
- 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 of flight purchased.

#### **FLIGHTS:**

If requesting assistance from Travel Specialist, flights of 10+ travelers will be booked through Christopherson Travel (State of Utah Desk; [DarrylTruelove@Utah.gov](mailto:DarrylTruelove@Utah.gov) 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 booked by team or direct report, flights of any size can be purchased with team All-Card from a reputable airline. All changes are up to the team to make.

Fill out a Flight Request Form before appointment that has all traveler's names, dates of birth, gender, and one team cell phone number for updates. <https://www.usu.edu/student-affairs/business-services/files/TeamFlightRequestfinalv2.pdf>

#### **VEHICLES:**

- Paying for Enterprise rentals:

USU paid Enterprise rentals: [Elizabeth.monaco@usu.edu](mailto:Elizabeth.monaco@usu.edu),

Please send her:

- 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 #
- Motor pool: <https://www.usu.edu/parking/rental>, gas card will be given, ask for PIN for card for the gas pump.
  - Keep all gas receipts when using personal and rental vehicles.

#### **SAFETY:**

- 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 Amanda 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 ADVANCES:**

Cash advances can be requested **10+ days in advance** 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 team's direct report.

Advances will be in the Travel Officer's name and be direct deposited into the account in Banner of the Travel Officer (a direct deposit MUST be done for team representative with name on TA).

Travel Officer will Venmo players upon itemized receipts given to him/her

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

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.

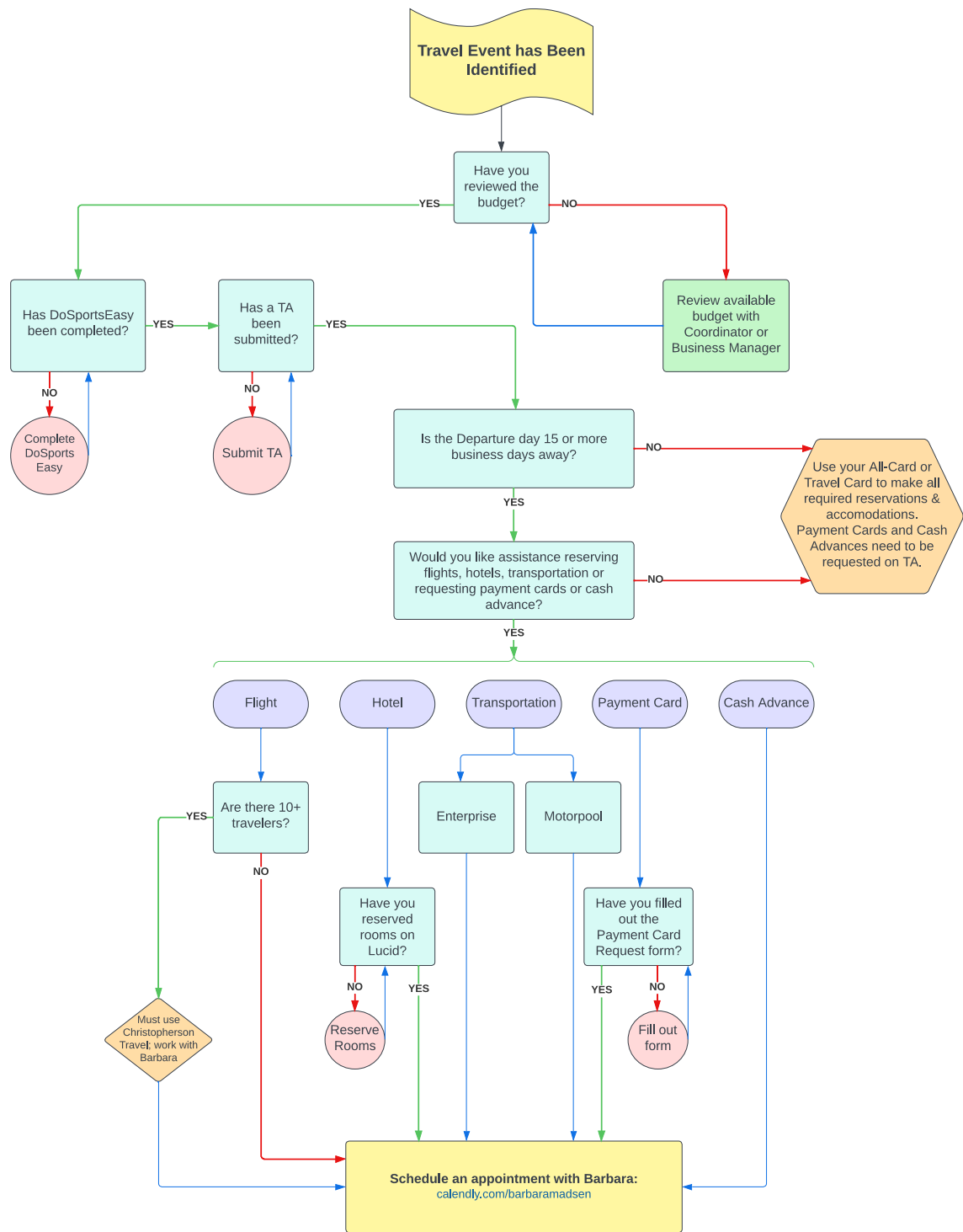
#### **PAYMENT CARDS:**

"Payment Cards" are loaded cash cards. They 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.

- Fill out Payment Card Request Form:
  - 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 will be returned **within 5 days** to our office; a fine may be imposed for late receipts)

Note: Receipts must include what was purchased in detail (itemization), date, vendor name, total amount and signature.

# VPSL Travel Process



## Come to the meeting prepared with the following:

- Know your budget and how much your travel arrangements will cost by looking at flights, hotels, transportation for your dates of travel.
- BRING YOUR ALL-CARD
- Have your **first and second choices** for these.
- Lucid can be reserved, but won't be paid by me until your appointment. If you would like it sooner, please use a team All-card or ask your club advisor to pay.
  - Be sure the amount on the all card will cover the total cost and if not please contact your business manager.)
- We will not book Airbnb/VRBO. Other hotels may be booked by calling them during appointment.
- Christopherson will be used for flights with 10+ people at appointment and includes additional fees. Flights of less than 10 people can be booked on site directly by team or during appointment.
- Fill out **flight form** with names (as they appear on ID shown at airport) dates of birth, gender, and one cell phone number for reserving flights.
- For all Payment Card requests, fill out Payment Card Request form in Box prior to meeting.

For vehicle reservations, please use one of these: (or know which you need at appointment).

- **Car rentals** are recommended as university paid and have additional insurance if you book Enterprise with the Travel Office; email [elizabeth.monaco@usu.edu](mailto:elizabeth.monaco@usu.edu) with rental information.

Other car rental services will need to be paid with a campus rec All-card.

- For **motor pool** visit <https://www.usu.edu/parking/fleet/>
- **Personal vehicles**- Keep all your receipts for gas.

*\*If reservations are not completely booked at appointment, another appointment will need to be scheduled OR you and/or your campus rec advisor will need to complete them.*

*\*ALL CHANGES to reservations are the responsibility of the team!*