GROUP TRAVEL

Relationship Status
- It’s Complicated
GROUP TRAVEL IS NOW DEFINED AS:

WHEN TWO OR MORE PEOPLE SHARE AN EXPENSE WHILE IN TRAVEL STATUS.
EXAMPLES OF SHARED EXPENSES:

- MEALS
- MILEAGE (WHEN DRIVING TOGETHER)
- LODGING (BLOCK ROOMS)
- CAR SERVICES (UBER, LYFT, TAXI, SHUTTLE)
SHARED EXPENSES INCLUDE UNIVERSITY PAID EXPENSES.
TRAVELER’S ROLE -

DETERMINES 100 LEVEL APPROVAL, SOS AMOUNTS, IF GHG FEE ASSESSED
USING A CONSISTENT TRAVEL/PROJECT NAME FORMULA ALLOWS FOR ACCURATE REPORTING AND ENHANCES SEARCH CAPABILITIES IN SERVICENOW. THE FIRST FEW CHARACTERS IN THE NAMING FORMULA ARE THE MOST VALUABLE IN SEARCHING.
IF GROUP TRAVEL IS SELECTED ADDITIONAL INFORMATION BOXES ARE ADDED
INTERNATIONAL TRAVEL

INTERNATIONAL DESTINATIONS Y/N
THIS NEEDS TO BE KNOWN FOR SOS INSURANCE PURPOSES. IF IT IS MARKED YES AN ADDITIONAL INFORMATION BOX WILL LOAD
### Trip Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveling Department</td>
<td>DPCONT - Controllers Office</td>
</tr>
<tr>
<td>Department Approver</td>
<td>Dan Christensen</td>
</tr>
<tr>
<td>Purpose</td>
<td>Conference</td>
</tr>
<tr>
<td>International Destinations</td>
<td>Yes</td>
</tr>
<tr>
<td>Travel / Project Name</td>
<td>CAAS/AVT Retreats in Logan Fall 2021</td>
</tr>
</tbody>
</table>

**REMINDER:** Per USU Policy 536 this trip requires registration on the USU International Travel Registry.

### SOS Travel Insurance

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days Outside U.S.</td>
<td>7</td>
</tr>
<tr>
<td>Non-Student Travelers</td>
<td>1</td>
</tr>
<tr>
<td>SOS Insurance Amount</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

**SOS Comments**

[Blank field]
GROUP TRAVEL – INTERNATIONAL

• IF INTERNATIONAL TRAVEL IS MARKED, THE NUMBER OF TRAVELER’S CANNOT BE EDITED ON THE TR. ONCE THE ORIGINAL TA IS APPROVED, ANY ADDITIONAL TRAVELERS WILL NEED TO HAVE THEIR OWN TA BUT MAY BE INCLUDED ON THE GROUP TR. THE # OF TRAVELERS ON THE TA IS USED TO CALCULATE THE AMOUNT OF SOS TO BE CHARGED.
**International Destinations**: Yes

REMINDER: Per USU Policy 538 this trip requires registration on the USU International Travel Registry.

**Students Traveling Overnight**: Yes

**Departure Date**: 2021-10-11

**Departure City**: Logan, Utah

**Number of Students**: 3

**Number of Employees**: 5

**Number of Non-Students/Non-Employees**: 0

**Return Date**: 2021-10-18

**Destination City**: Athens, Attiki

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**SOS TRAVEL INSURANCE**

**Days Outside U.S.**: 7

**Student Travelers**: 3

**Non-Student Travelers**: 5

**SOS Insurance Amount**: $ 438.00

**SOS Comments**
• IF STUDENTS TRAVELING OVERNIGHT IS MARKED YES – PLEASE ENTER THE NUMBER OF STUDENT TRAVELERS COVERED ON THE TA IN THE # OF STUDENTS BOX AND ENTER THEIR NAMES IN THE COMMENTS OR AS A CLEARLY LABELED ATTACHMENT.
• IF THERE ARE NO STUDENTS TRAVELING OVERNIGHT, THIS BOX SHOULD BE 0.
• IF A PERSON IS BOTH A STUDENT AND AN EMPLOYEE, STUDENT STATUS TAKES PRECEDENCE. ONLY COUNT THIS PERSON ONCE AS A STUDENT.
- The Clery Act requires higher education institutions to report annually on the location of students who traveled overnight. This box is step one in helping us to do that.

- The second step requires a TR to be submitted with lodging selected and the address of where the student(s) stayed overnight. **Even if there is no reimbursement.**
IF THE TA IS IN THE NAME OF AN EMPLOYEE, THE NUMBER OF
EMPLOYEE’S BOX WILL DEFAULT TO 1

IF THERE ARE ADDITIONAL EMPLOYEE TRAVELERS, ENTER THE
CORRECT NUMBER OF EMPLOYEE TRAVELERS COVERED BY THE TA
AND ENTER THE OTHER EMPLOYEE TRAVELER NAMES IN THE
COMMENTS OR AS A CLEARLY LABELED ATTACHMENT.
IF THE TA IS IN THE NAME OF A NON-EMPLOYEE OR NON-STUDENT, ENTER THE CORRECT NUMBER OF NON-EMPLOYEE OR NON-STUDENT TRAVELER’S THAT ARE COVERED ON THE TA, AND ENTER THE NON-EMPLOYEE OR NON-STUDENT TRAVELER NAMES IN THE COMMENTS OR AS A CLEARLY LABELED ATTACHMENT.
IF THE TA DOES NOT INCLUDE OTHER TRAVELERS BECAUSE THEY HAVE THEIR OWN TA

INCLUDE THE TRAVELER NAMES AND THEIR TA #’S IN THE COMMENTS OR AS A CLEARLY LABELED ATTACHMENT
IF MULTIPLE PEOPLE ARE TRAVELING UNDER THEIR OWN TAs AND SHARE AN EXPENSE – GROUP TRAVEL SHOULD BE SELECTED BUT THE OTHER TRAVELERS SHOULD NOT BE COUNTED IN THESE BOXES. THESE BOXES SHOULD REFLECT THE ACTUAL NUMBER OF PEOPLE COVERED BY THIS TA.
SELECT ALL TRAVEL OPTIONS THAT APPLY:
IF AIRFARE IS SELECTED –
THE GROUP TRAVEL
NUMBERS CANNOT BE
EDITED ON THE TR. THE TA
IS USED TO CALCULATE THE
AMOUNT OF GREENHOUSE
GAS FEE COLLECTED.
IF ADDITIONAL TRAVELERS ARE ADDED THEY MUST HAVE THEIR OWN TA, BUT MAY BE INCLUDED IN THE TR. IF AIRFARE IS NOT SELECTED ON THE TA THEN THE # OF TRAVELERS ON THE TR WILL BECOME EDITABLE.
• IF AN EXPENSE IS NOT IN THE TRAVELER’S NAME (SPOUSE, PARTNER, FRIEND, PARENT, ETC.) AN EXPLANATION AND PERMISSION TO REIMBURSE THE TRAVELER, FROM THAT INDIVIDUAL, IS REQUIRED.

• IF THE PERSON PAYING FOR A SHARED EXPENSE IS NOT IN TRAVEL STATUS FOR USU – SELECTING GROUP TRAVEL IS NOT REQUIRED IF TRAVELER’S PARTICIPATING IN THE EXPENSE ARE TRAVELING SEPARATELY UNDER THEIR OWN TA’S.
OPEN TA’S

ARE NEVER GROUP TRAVEL
OPEN TA’S SHOULD BE USED FOR REOCCURRING, SAME-DAY, MILEAGE ONLY TRAVEL.

They must be closed at the end of each fiscal year.

May include expenses related to driving. For example: Parking or tolls.
WHEN PROCESSING A TR FOR AN OPEN TA

• Please remember to narrow the dates to just the dates we’re reimbursing and change the destination city from “various cities” to the actual destination city when applicable.
LOGAN TO LOGAN IS NOT A THING
.....EVER
WHEN IS IT APPROPRIATE TO USE AND WHEN IS IT NOT?

Brittany Martineau
TRAVEL TRAINING – WE WILL BE STARTING BACK UP WITH OUR MONTHLY TRAVEL TRAINING IN OCTOBER FOR NEW EMPLOYEES AND ANYONE WHO WOULD LIKE ADDITIONAL TRAINING. LOOK FOR AN EMAIL WITH SIGN-UP INFORMATION COMING SOON.