

How To Book Travel for Recognized Student Organizations

1. Decide on your destination/budget;
 - Where do you want to go? How much does your organization have to spend on this trip?
 - If you don't have all of the funds needed for the trip, how much does your organization need? You need to consult with the university's designated vendor, Durgan Travel (781-438-2224), to determine what your travel expenses might be.
2. Submit to your Area Head a Program Proposal Form to obtain permission to pursue the trip. The Dean of Students is the Area Head for most student organizations. For those trips that are related to an academic department, the Area Head is the College or School Dean.
3. Submit to the SGA Finance Committee a proposal to request additional funding as needed. This proposal should be accompanied with an approved Program Proposal Form. Note that SGA sets maximum amounts per person for any travel requests, regardless of how much the trip may cost. Complete the SGA worksheet for Primary Travel (for conferences or conventions) or Secondary Travel (other than conferences or conventions) for student organizations. Student organizations may also ask SGA to use their operating budget to supplement paying for travel expenses. If SGA approves funding, your organization has budgetary approval to spend the funds approved for the trip.
4. Fill out a Travel Authorization Form for your organization.
 - Attach a list of all individuals traveling on the trip. Please note that only Salem State students and/or employees may participate in any approved student organization travel, however, employees may not be funded through the student organization's budget.
 - This list should include the names, phone numbers and emergency contacts for all persons traveling on the trip.
5. Use Durgan Travel to book travel services, including but not limited to, airfare, hotel, rental cars, etc.
6. Decide, as an organization, how meals and incidental expenses will be paid for and by whom. Student meals and/or incidentals, if approved by the student organization as a trip expense, may be purchased by one of three methods: by using a pro card; by cash advance from Financial Services (x-6121); or, by students who pay out of pocket and then provide appropriate receipts to be reimbursed after the trip. Consult with your student organization advisor and/or the Student Involvement Office to determine the best method for coordinating meals and incidentals. Please note that advisors' meals cannot be paid for with a pro card.
7. There are four travel forms that each participant must complete: Submit these completed travel forms for all trip participants and the group's Travel Authorization Form to the Dean of Students Office, prior to departure.
8. You can use a pro card to book your travel arrangements or a payment voucher to obtain a check for travel payments. If your advisor does not have a pro card, you can contact the SGA Administrative Assistant to book your travel plans with a pro card.
9. If there is a documented, compelling reason for purchasing travel services from another source, present this information to the Student Involvement Office who will consult with the appropriate offices. Any exceptions must be approved by the Associate Vice President and Dean of Students (or designee) **before** travel is booked. Reimbursement or payment will not be provided for any unauthorized expenses.

General Travel Policy Information:

1. Pro Cards and personal credit cards may be used to make travel arrangements for university approved travel, as approved by the sponsoring student organization.
2. Personal credit cards and other forms of individual payment may be used, if needed, to pay for expenses not approved by the sponsoring student organization.
3. Buses may still be rented through Cavalier Coach at 617-330-1234.
4. MBTA bus, train or subway tickets may be purchased by one of three means if approved by the sponsoring student organization: with a pro card; with a cash advance from Financial Services (x-6121); or, by a student for reimbursement later. Consult with your student organization advisor and/or the Student Involvement Office to determine the best method for coordinating this type of travel.
5. If there is a documented, compelling reason for purchasing travel services from another source, present this information to the Purchasing department and the Student Involvement Office. Any exceptions must be approved by the Associate Vice President and Dean of Students (or designee) **before** travel is booked. Reimbursement or payment will not be provided for any unauthorized expenses.
6. Questions or concerns about travel should be referred to the Purchasing Department (x-6152).
7. The deductible amount for the university's insurance is very high. When renting any vehicles, always pay for the insurance offered by the rental agent.
8. University-owned vans may not be taken out of state under any circumstances.
9. Student drivers must submit to a background check of their driving record by university police before being eligible to drive any university-owned or rented vehicles. Students driving university-owned vehicles must be trained by university police (or designee) before they may drive such vehicles, including vans. Drivers are expected to take precautions such as having a passenger stand outside of the vehicle to assist with backing up the vehicle to reduce the risk of accidents.
10. Students driving university-owned or rented vehicles must be hired as an employee of the institution and meet the above expectations before driving such vehicles.
11. Students driving other students in their own private vehicles are not covered by university insurance but by the driver's personal insurance policy. Both drivers and passengers may drive to university-sponsored activities in private vehicles, but they do so at their own risk.