



# OFF-CAMPUS EVENT SUBMISSION TIMELINE

## 6 WEEKS OR MORE

- Purchase order spending request submitted for bus or rental vehicles (Hertz or Enterprise).**
- All drivers for event have started the UVM Driver Certification process.**
- Towing?** Please contact Doug Connelly at [Douglas.Connelly@uvm.edu](mailto:Douglas.Connelly@uvm.edu) for more information.
- Service Agreement materials have been collected and submitted to SGA Business Office** (COIs, W9s, quotes)

## 5 WEEKS OR MORE\*

- SGA Vehicle Request Form completed** (\*between 2 and 5 weeks before travel).
- Lodging (hotel, AirBnB/VRBO, Club member's house) identified.**
- Spending request for flights/hotels submitted.**

## 4 WEEKS OR MORE

- Event Submission created.**
- Notify drivers to complete a [Personal Driver Agreement](#) if using personal vehicles**
- Send reminder to Club members to complete the UVM Driver Certification**
- Flights booked.**

## 3 WEEKS OR MORE

- Additional spending requests submitted.**

## 2 WEEKS OR MORE

- Event Submission finalized in UVM Clubs**
- All purchases have been completed**
- Credit card appointment has been booked for...**
  - **Air travel, gas cards, hotels/AirBnB/VRBO**
- Club Sports: All Agreement to Participate forms are on file**
- Outdoor Programs: Leaders have completed the [Outdoor Trip Leader Form](#)**
- Outdoor Programs: Trip location specified**
- All drivers have completed the UVM Driver Certification**
- Await approval :)**

## WHAT HAPPENS AFTER I HIT “SUBMIT” ON AN EVENT SUBMISSION?

- Travel (Domestic & International)**
  - Domestic Travel: Will be reviewed for Travel Authorization
  - International Travel: There are additional review steps as international travel is granted by the University and not SGA.
    - Country and city the group is traveling to will be reviewed based on the [U.S. Department of State Travel Advisory](#). Any country or city with a Threat Level 3 or higher will be automatically denied.
    - If the country and/or city has a Threat Level 1 – 2, the RSO will be contacted to create an International SOS Review Itinerary. Once the organization emails back the International SOS Review Itinerary, it will be forwarded to the University International Travel Advisory Group (ITAG) for review and approval.
- Timeline:**
  - Your Event Submission will be reviewed at least 2 weeks prior to its occurrence.
  - Denial or approval will happen within the 2-week timeframe.