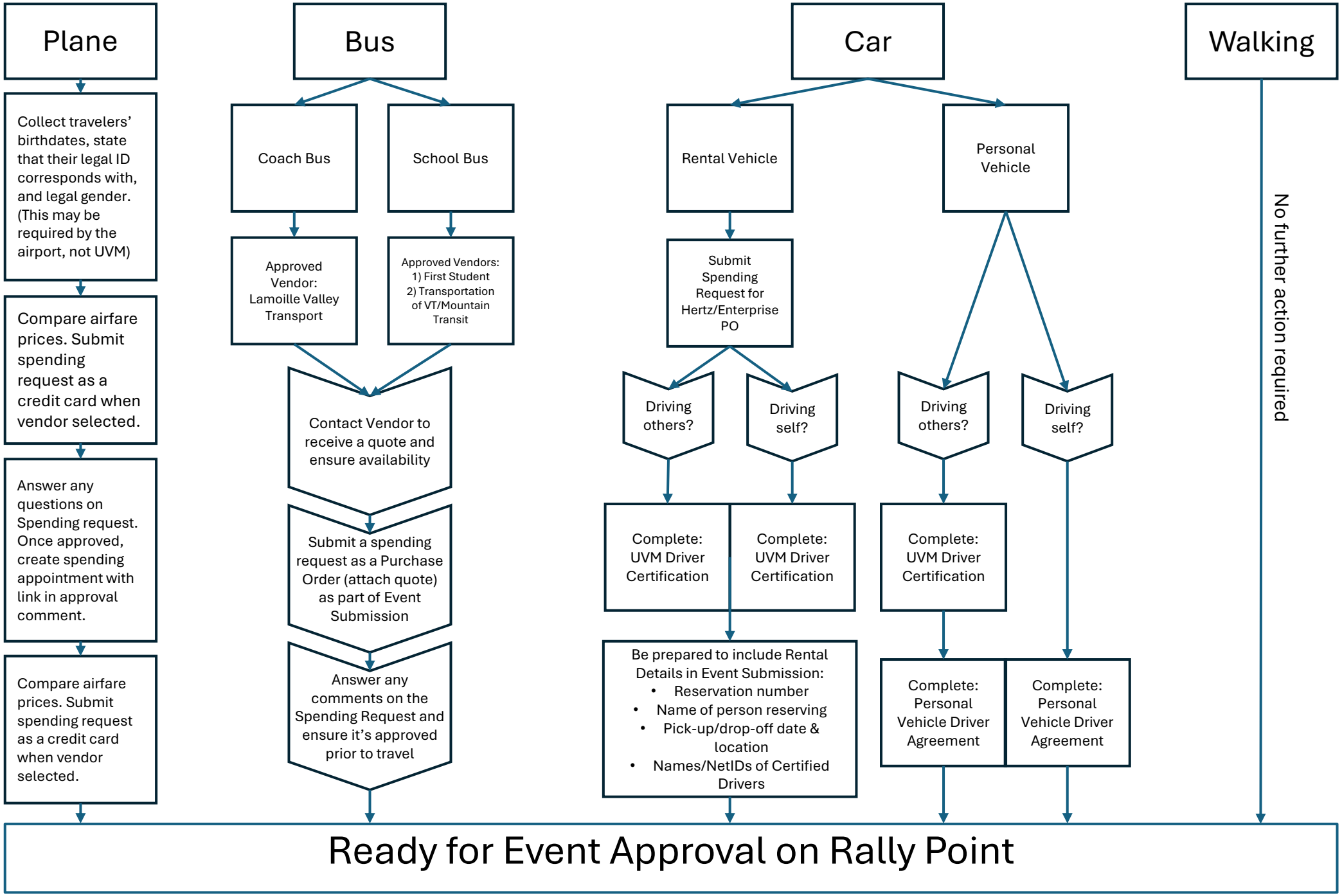

Plane
Collect travelers' birthdates, state that their legal ID corresponds with, and legal gender. (This may be required by the airport, not UVM)
Compare airfare prices. Submit spending request as a credit card when vendor selected.
Answer any questions on Spending request. Once approved, create spending appointment with link in approval comment.
Compare airfare prices. Submit spending request as a credit card when vendor selected.
Bus
Coach Bus
School Bus
Approved Vendor: Lamoille Valley Transport
Approved Vendors: 1) First Student 2) Transportation of VT/Mountain Transit
Contact Vendor to receive a quote and ensure availability
Submit a spending request as a Purchase Order (attach quote) as part of Event Submission
Answer any comments on the Spending Request and ensure it's approved prior to travel
Car
Rental Vehicle
Personal Vehicle
Submit Spending Request for Hertz/Enterprise PO
Driving others?
Driving self?
Driving others?
Driving self?
Complete: UVM Driver Certification
Complete: UVM Driver Certification
Complete: UVM Driver Certification
Be prepared to include Rental Details in Event Submission:
• Reservation number
• Name of person reserving
• Pick-up/drop-off date & location
• Names/NetIDs of Certified Drivers
Complete: Personal Vehicle Driver Agreement
Complete: Personal Vehicle Driver Agreement
Walking
No further action required
Ready for Event Approval on Rally Point