
SGA Travel
Sept 27, 2026

AGENDA

Choose mode of transportation

Create event submission



Cars and Vans

Gas Cards

Buses

Planes

Walking

Hotels

Meal Cards

Emergencies

LEARNING OUTCOMES

- List acceptable modes of transportation
- Locate the Event Submission Form
- Distinguish which steps are required for each transportation method
- Identify appropriate timeline for receiving event approval
- Recognize who to contact in case of emergency

TYPES OF TRANSPORT

Step 1: Determine your mode of Transportation



Car



Bus



Plane



Walking



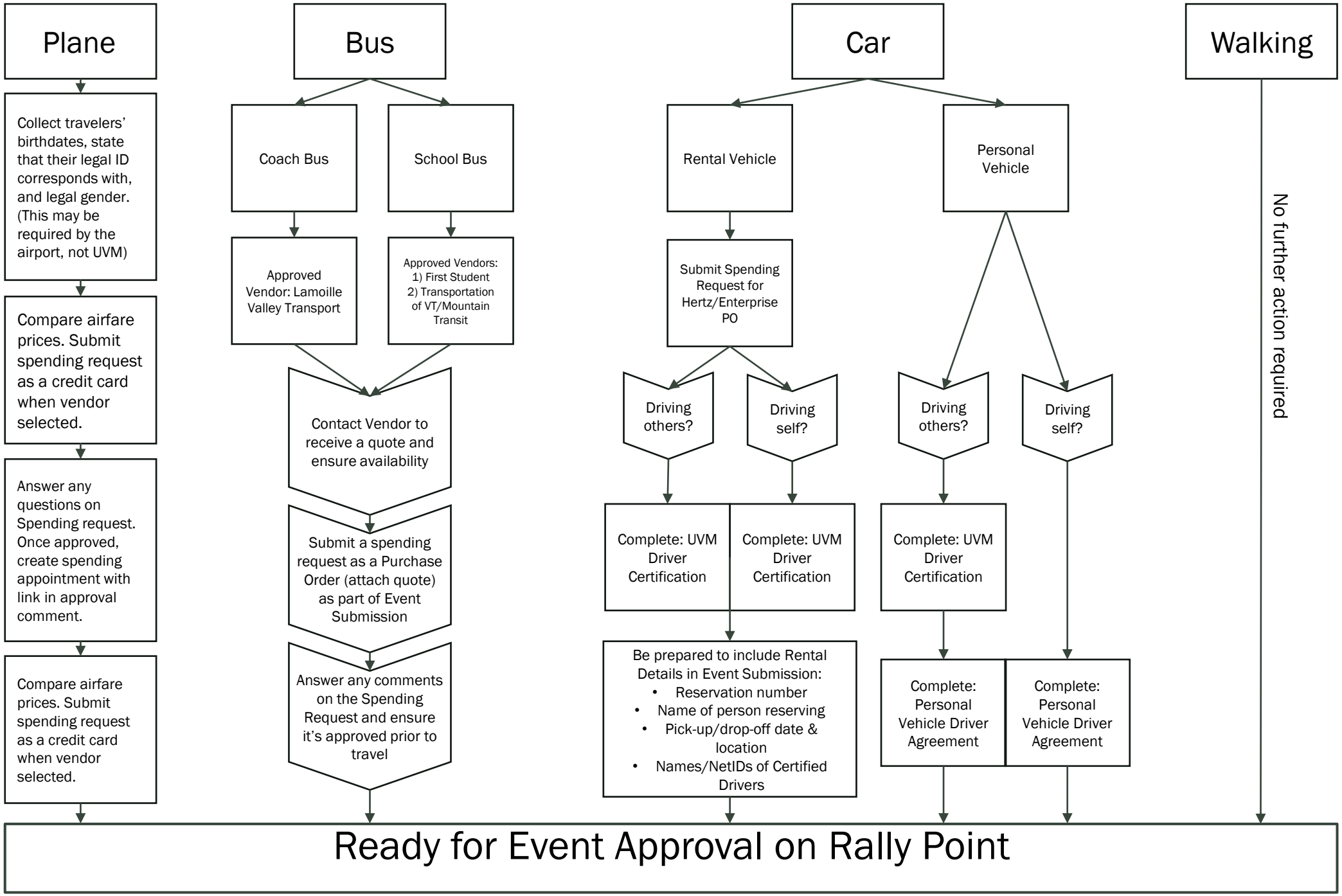
Step 2: Submit your Event on Rally Point

Events **must** be **APPROVED** prior to departing campus!

Submit events through your club's Rally Point page.

Info Needed:

- Event Roster
- Departure/Arrival Dates
- Mode of Transportation
  - Car (SGA vehicle, Personal Vehicle, Rental)
  - Bus
  - Plane
  - Walking
- Overnight Lodging (if applicable)
  - Hotel
  - Air Bnb / VRBO
  - Home of a Club Member


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

Cars & Vans

Beginning of Semester
- Submit PO for **Hertz**/Enterprise

2-4 weeks prior
- Create rental for **Business** Travel
- Confirm UVM Driver Certification
- In Event Submission:
  - Name on Res. / Res. #
  - Pick-up/Drop-off Location, Date, Time
  - Names/NetIDs of Certified Drivers

Day of
- Bring Tax Exempt Form & updated Purchase Order

Rental Vehicle

2-5 Weeks Prior
- Submit SGA Vehicle Request Form on Rally Point Event Submission
- Confirm UVM Driver Certification
- Upon Approved Request, schedule key pick-up appointment in SGA via Rally Point chat link

SGA Vehicle

2-5 Weeks Prior
- Submit a Personal Vehicle Driver Agreement on Rally Point
- Confirm UVM Driver Certification*

*UVM Driver Certification is only required if transporting other students in a Personal Vehicle

Personal Vehicle





Submitted By

[redacted]

3 With the submitter

9 Everyone involved in the workflow AND the submitter

Details

Open Submission

Event Approval

Away Game, Fairfield and UConn
Sat, Sep 26 at 5:00pm - 11:00pm
Club Field Hockey
Fairfield University

Actions

Reset Workflow

Requires Modifications

Reject

Chat (Private)

3

Everyone involved in the workflow but NOT the subm

Spending Request ✓ — AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES

SGA Vehicle Rental ✓ — AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES

Event Approval Committee ✓ — AT LEAST ONE MEMBER (IN EACH TEAM) APPROVES

APPROVED ✓

SGA BUSINESS TEAM


Doug Stewart


Jshauna Tilton
Approved
Sep 22, 2026 10:50 AM


Bethany Wolfe

SGA VEHICLE RENTAL


Meg McCormack
Approved
Sep 22, 2026 10:47 AM


Bethany Wolfe

EVENT APPROVAL COMMITTEE


Grace Peterson
Approved
Sep 22, 2026 11:59 AM


Aimee Alexander


Douglas Connelly


Devin Farkas

GASCARDS!!

Request gas cards ahead of your trip by:

- Submitting Event Approval Request in Rally Point.
- Once approved, create an appointment using the bookings link to pick up cards.
- Pick up cards at appointment time.
- Cards can be used 3 times a day.
- Receipts must be saved for all transactions.







BUSES!

Mandatory Approved Vendors:

School Bus – First Student OR Student Transportation of VT/ Mountain Transit.
*School Bus will always be less expensive.

Coach Bus – Lamoille Valley Transportation

Contact the company to request a quote. Let them know you're booking for UVM business.



Submit a non-event spending purchase order request in Rally Point to create a PO for the schoolyear. Upload a quote as an attachment.

Once approved, you will receive the PO. Send the PO to the company and they will direct bill UVM.
They can direct bill by sending invoices to disbursement@uvm.edu. They should already know to do this.



Planes!

General Info

Collect traveler info ahead of time. This is sometimes required by the airline (not SGA):

- Legal Name
- State that their legal ID corresponds with
- Legal gender

Compare airline prices ahead of time.

When you choose an airline, submit a spending request as credit card as part of the event submission.

Once approved, create appointment with link in approval.

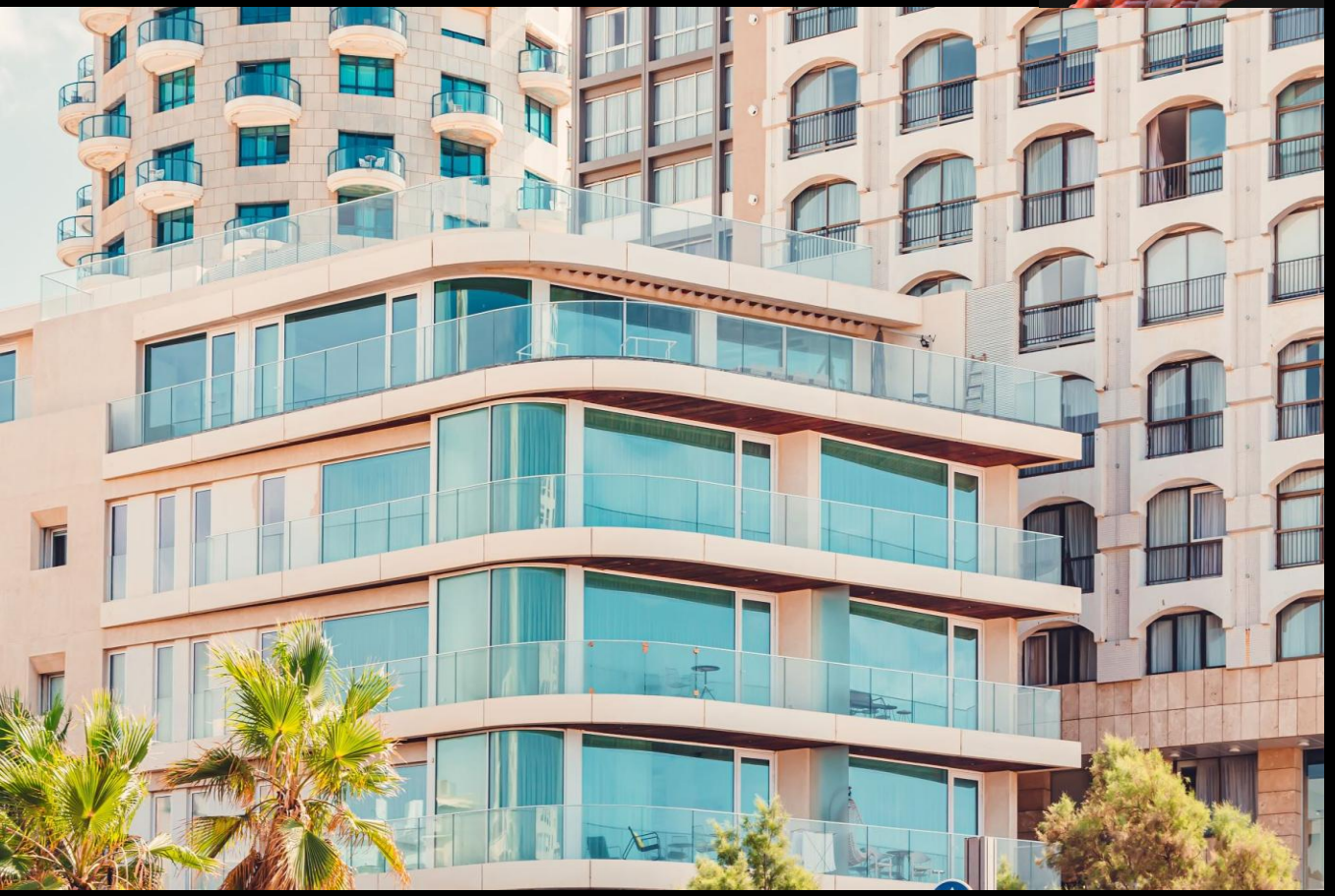
Come into SGA and use our credit card to purchase.

- We recommend purchasing refundable tickets if your event hasn't been approved yet.
- We always need receipts with traveler names, locations, and price spent.


WALKING!

HOTELS





You cannot take a card with you to the hotel, and **must prepay**.

We recommend using our SGA **hotels.com** account.

You should call the hotel to confirm:

- The age on the reservation is ok.
- Prepaying and not presenting card at checkout is ok.
- Ask if they need a credit card authorization since the card name will not be the same as the name on the reservation.

If they have their own form, please work with the front desk staff to get it completed and sent PRIOR to your trip.

If you can prepay for hotel parking with the SGA card, we recommend this.



Air BnB / VRBO

Be prepared to note the following:

- What kind of heating systems are used in the buildings? When were the heating systems last serviced?
- Do the buildings where guests sleep have fireplaces or wood stoves?
- Are there cooking facilities in buildings where guests sleep?
- Are there any sleeping accommodations on a second or higher floor?
- Are these facilities inspected by the state Fire Marshal or the community Fire Department on a regular basis? When was the last inspection?

Be prepared to affirm that the AirBnB/VRBO or other accommodation has:

- Smoke detectors with photoelectric sensors in all buildings, particularly in rooms where guests sleep
- Carbon monoxide (CO) detectors in all buildings, particularly in rooms where guests sleep.
- Multiple egresses (exit - this can include windows that open for emergency exit) in rooms where guest sleep? (Note: No basement accommodations are allowed.)
- The ability to secure/lock the premises.

Tip: Provide your top **3 choices** of AirBnB/VRBO or accommodations on your approval request spreadsheet so that we can review and approve several locations in the event that your first choice is no longer available by the time approval is granted.

Meal Cards

- Submit a travel Meal Card request in your event submission in Rally Point at least 3 weeks before your trip.
- Funds are for students only.
- Each student responsible for card.
- Must use all funds on card or lose them.
- Cards can only be used in the US.
- No alcohol may be purchased.
- Each card is pre-loaded with total amount authorized per trip per student



EMERGENCY PROCEDURE

KEY CONTACTS

IN CASE OF INJURY, CALL 911

Club Sports:
1st: Grace Peterson - 508-360-2045
2nd: Bethany Wolfe – 802-233-9842

Outing Clubs:
1st: Devin Farkas - 914-420-0489

Other Clubs:
1st: Grace Peterson - 508-360-2045
2nd: Bethany Wolfe – 802-233-9842



Grace Peterson
Assistant Director for
Club Sports & Student Orgs



Devin Farkas
Assistant Director for
Outdoor Programs

If an accident occurs:

- Call 911 if anyone is injured
- Notify police of accident (UVM Police if on campus)
- Do NOT admit fault or responsibility
- Take photos, exchange information
- Notify SGA & Risk Management within 3 days (802-656-3242) risk.management@uvm.edu
- Notify Rental Company *if applicable*

Common Vehicle Issues & Solutions

Non-emergency issues (flat tire, dead battery, keys locked in van, breakdown, etc.)

If you have an issue:

- Off campus with an SGA vehicle or anywhere with a rental vehicle
  - Call the Rental Company
  - Call a local tow company
    - If they are NOT okay with billing us and getting a call back on a weekday from someone with a SGA credit card, call one of the key contacts
- On campus with an SGA vehicle
  - Call Transportation & Parking Services
    802-656-8686
    - M-Th 7:30AM-4PM
    - Fri 7:30AM-3PM
  - Call Campus Security
    802-656-3473





Do NOT let this be you...

QUESTIONS?

ANIMALS

How many different kinds have you seen? (Including these meerkats?)



GALLERY!

















8!