

# Travel

Please contact SGA Office with any questions

[uvmsga@uvm.edu](mailto:uvmsga@uvm.edu)

# Table of Contents

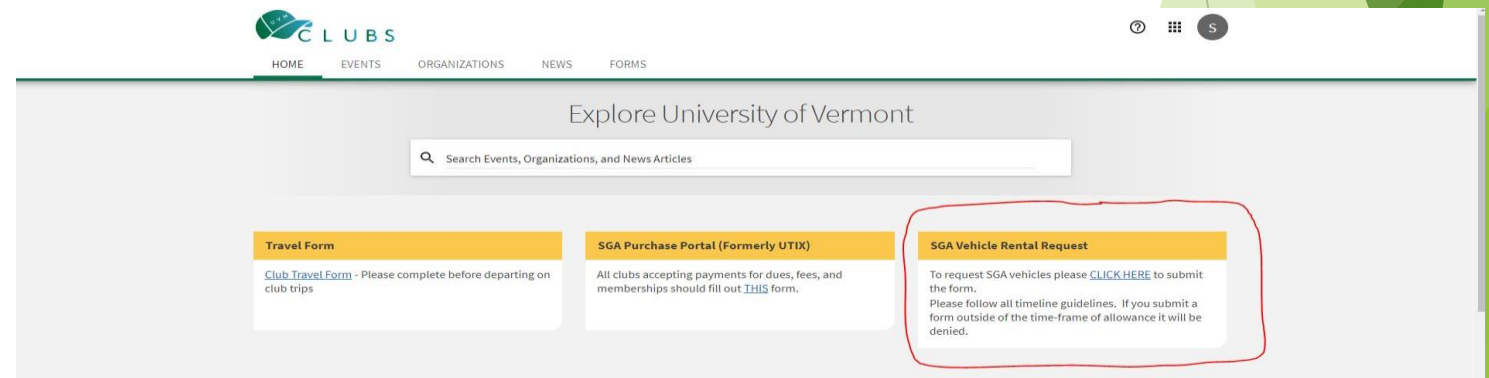
- ▶ Vehicle Rental
  - ▶ SGA Vehicles
  - ▶ External Vendors
  - ▶ Step 1: Spending Request
- ▶ Gas
- ▶ Tolls

# Vehicle Rental

- ▶ Risk Management must approve all drivers who drive both University and external vendor vehicles
  - ▶ Minimum age of 19 years old
  - ▶ To become a certified driver, follow link in “Travel Resources”
- ▶ Transportation Policy
  - ▶ 2 certified drivers per vehicle needed for trips over 120 miles or over 2 hours from campus
  - ▶ No more than two vehicles can be rented per destination (if more are needed, a bus must be rented)
  - ▶ Clubs are responsible for personally paying for any type of ticket or violation they get while traveling with rented vehicles on club business
  - ▶ No vehicles seating more than 7 passengers (rented from the University or otherwise) may be driven into Canada unless the drivers hold their CDL. If you wish to travel to Canada it is recommended that you take personal vehicles or rent vehicles no larger than minivans from external vendors. Failure to comply could result in fines up to \$1,000

# SGA Vehicle Rental

- ▶ SGA Fleet
  - ▶ 8 Vans (12 passenger) at \$70/day
  - ▶ 1 pick-up truck (seats 5) at \$60/day
- ▶ Can be reserved up to 4 weeks prior to date needed
  - ▶ Weekend rentals start the Friday, 4 weeks before rental date, at 9 am
  - ▶ To reserve, please login to UVM Clubs ([www.uvm.edu/clubs](http://www.uvm.edu/clubs)) with your netid and password and fill out the SGA Vehicle Rental Request



# Outside Vendor Vehicle Rental

- ▶ For all outside vendor vehicle rentals, clubsigners must submit a PO request 7-10 days prior to the rental date. The reservation **MUST** be made prior to filling out the PO because you will need the confirmation number. Quotes for buses must be included with the PO.
  - ▶ **Cars/Vans**
    - ▶ **Avis** (12-passenger vans) Reservations can be made by emailing [Hugh.Roden@avisbudget.com](mailto:Hugh.Roden@avisbudget.com) or [Keagan.livingston@avisbudget.com](mailto:Keagan.livingston@avisbudget.com)
    - ▶ In your email please include this information: That this is for UVM, drivers name, club name, days or rental, type of vehicle desired, and a contact phone #. **AVIS rates: \$109/day \$654/week, UVM Discount Code: A6646000**
    - ▶ **Hertz** (cars/SUVs) Reservations can be made on Hertz's website
      - ▶ If you need to email Hertz, please email: [Colby.wood@hertz.com](mailto:Colby.wood@hertz.com)
      - ▶ Use UVM Discount Code (CDP#) 1814044 when booking online or via telephone.
      - ▶ For local rentals, **ALWAYS** use the 1335 Shelburne Rd location to avoid additional daily airport fees.
  - ▶ **It is always a good idea to call the location 1-2 days before your rental to confirm**

# Outside Vendor Vehicle Rental con.

- ▶ **School Bus (UVM Contracted Vendors)**
  - ▶ **First Student Charter Bus**
  - ▶ **STA/Mountain Transit**
  - ▶ Please reach out to both companies for a quote and use the one with the best rate.
- ▶ **Coach Bus**
  - ▶ **Premier Coach**
  - ▶ **If Premier has no buses available, then you may use Lamoille Valley Transportation.**
    - ▶ **Must provide proof of Premier having no buses when submitting PO**

# Step 1: Spending Request

- ▶ You will need to complete a Step 1: Spending Request which can be found here: <https://clubs.uvm.edu/submitter/form/start/486903>

# Towing Trailers

- ▶ If your club has a trailer or will be renting a trailer from U-Haul to tow, then you will need an extra certification from Risk Management to drive
  - ▶ <https://riskmgmt.w3.uvm.edu/SafetyCourseSignup.php>
- ▶ SGA vans and the truck **MUST** be used to tow trailers because **vans from Avis and Hertz CANNOT TOW**
  - ▶ **Priority for SGA vehicles cannot be given for clubs that need to tow, but if you know you will need to, you should be diligent in making sure your requests are in on the Friday at 9am, 4 weeks prior to the date needed**
- ▶ If SGA has no vans available, then the only options will be to use a personal vehicle (which we do not recommend because UVM insurance will not cover this) or renting from Uhaul
  - ▶ If you run into this issue, please come see us in the SGA Office



# Gas

- ▶ When traveling for club purposes, whether in personal vehicles or rented vans, clubs should always use SGA Fleet Cards to pay for gas.
  - ▶ **Gas will only be reimbursed to individuals under extenuating circumstances**
- ▶ Money for gas will either come out of your gas supplement allocation (please see section on Supplemental Funding) or your 131 account
- ▶ Sign out Fleet Cards with Sarah at the front desk the Thursday or Friday before travel
- ▶ If you are traveling out of New England, you must let Sarah know the states you will be traveling through, as they need to be unlocked for each trip
- ▶ **MUST KEEP AND RETURN ALL RECEIPTS**

# Tolls

- ▶ If you will be traveling through tolls, you will need to take out petty cash or use personal cash to pay for these tolls as our vehicles do not have EZ-Passes.
- ▶ IF you do go through a toll and we receive a fine, the club will be responsible for **PERSONALLY** reimbursing this violation fine with cash or check. It may not come out of the club's 131 account

# Travel Resources

- ▶ UVM's Transportation Policy  
<http://www.uvm.edu/policies/riskmgm/driversafety.pdf>
- ▶ Risk Management Driver Certification  
<https://www.uvm.edu/riskmanagement/driver-training-and-certification>