



Office of Student Involvement

CLUB TRANSPORTATION GUIDELINES

- ALL student drivers must become an **Authorized Driver** through Transportation Services.
- All clubs must complete a **Student Club Travel Form on WesNest** and **Participation Waiver** no less than two (2) weeks prior to travel.

TRANSPORTATION REIMBURSEMENTS

Mileage reimbursement for travel using personal vehicles:

- Estimate the mileage reimbursement you'll be seeking and submit this in a Budget Request if it was not included in your club's Slate Budget.*
- On Purchase Request form, upload a mileage tracking receipt (see Club Leader Manual p. 37-38 for instructions).

Tolls:

- Calculate the estimated amount you will pay for tolls and submit this in a Budget Request if it was not included in your club's Slate Budget.*
- Provide valid receipts for tolls paid when submitting a Purchase Request for reimbursement.

Rideshares (Uber, Lyft):

- Calculate the estimated cost of rides and submit this in a Budget Request if it was not included in your club's Slate Budget.*
- It is advisable to estimate high rather than low due to constant fluctuations in ride fees.
- Provide valid receipts for rides when submitting a Purchase Request for reimbursement.

Public Transportation (Train tickets, bus fares):

- Calculate the estimated cost of transportation and submit this in a Budget Request if it was not included in your club's Slate Budget.* It is advisable to estimate high rather than low due to constant fluctuations in transportation fees.
- Provide valid receipts for transport when submitting a Purchase Request for reimbursement.

* Ensure you have the requested amount approved in your Slate Budget if this is the intended funding.



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RENTAL VEHICLES

- Calculate the estimated amount you will pay for vehicle rental and submit this in a Budget Request if it was not included in your club's Slate Budget. * Include the Name and age of the Student Driver and verify they have completed the University's Authorized Driver process.
- After Budget approval, create a Purchase Request and schedule an appointment with OSI to reserve the rental vehicle(s). During the appointment, provide the Name and Age of the student driver(s) to the OSI staff member and confirm they are Authorized Drivers.
- **REFUEL THE VEHICLE BEFORE RETURNING IT.**

* Ensure you have the requested amount approved in your Slate Budget if this is the intended funding.