

James Madison University Sport Club Travel Packet

All travel requiring funding from UREC or usage of University Vehicles must be budgeted by the Sport Club Council and approved by the Assistant Director of Sport Clubs or the Sport Club Coordinator before the trip or any contract for travel-related services are arranged. This includes pre-payments for any travel-related expenditure (hotels, tournament fees, etc.) and contractual services. All travel arrangements using UREC funds or requiring reimbursement must be submitted on a Travel Authorization three weeks prior to travel. If prior approval is not obtained, the individual making the arrangements will be held responsible for paying for services rendered and an academic hold will be placed on his/her account until payment is received.

Reimbursement: This may only occur for travel-related expenses only if the travel has been approved with a Travel Authorization. UREC will not reimburse club members for gas or food. Reimbursements without prior travel approval will not be allowed. Receipts are required for any reimbursements (a receipt template is listed on the UREC website). All reimbursements must be requested in writing using the Reimbursement Request and must include the proper invoices and/or statements. The Reimbursement Request must be submitted with the Travel Authorization prior to travel. JMU cannot reimburse individuals not affiliated with the club or university. Expenses incurred by these individuals are excluded as per University Policy.

University Vehicles:

State Vehicles are available for use with approval from the Sport Club Coordinator. With prior approval, mileage and gas will be billed directly to the clubs' UREC account. The Sport Club Council and UREC will not pay for unapproved trips under any circumstances. To request a University Vehicle, submit the following via the Vehicle Request link on the Sport Club webpage.

- Destination of travel, dates/times of arrival & departure
- Number of sport club participants traveling
- Number of vehicles requested and which type(s)
- Names of potential drivers from the club

Once your request is approved you will receive a confirmation number with procedures relating to travel. Vehicles must be requested at least 48 hours in advance, take into account normal operating University business hours. This should be done as soon as possible since vehicle travel options fill quickly. The Sport Club Coordinator will email to confirm—you must reply back as soon as possible with any edits to the reservation, or to confirm accuracy.

At least *one* executive member of your Sport Club *must* travel in the University Vehicle(s). This person or persons is/are deemed the "Trip Liaison." Primary responsibilities for this Trip Liaison include:

- Familiarity & accountability for all JMU, UREC, and VA policies on State Vehicle Travel
- Supervise and maintain proper conduct and behavior of club members to ensure safety & risk management standards are upheld through the duration and to the conclusion of the trip
- Enforce all JMU/UREC policies & procedures such as the no-tolerance policy on alcohol (within state vehicles, in transport to an event containing alcohol, or anything pertaining to the consumption of alcohol or other substances)
- Provide details of events to Sport Club Coordinator should there be any situation in question or needed for clarification

Before Travel: Important Details

Sport Club Forms on James Madison University Recreation's website:

This page includes all forms needed before, during and after travel. This includes the Travel Authorization form, Travel Roster/Itinerary Form, Vehicle Request Form, Results Form and other important information. Please fill out proper forms when traveling: <http://www.jmu.edu/recreation/sport-clubs/resources/forms.shtml>

- Travel Authorizations (if necessary for reimbursement)
- Vehicle Request form
- Travel Roster/Travel Itinerary
- Ensure that a Sport Club First Responder is coming and if they need a first aid kit, that they have checked in out from UREC

JMU Facilities Management: Transportation Website

This page includes Vehicle Rates and Vehicle Types that can be rented through the Sport Club Coordinator at UREC. Please refer to this site when estimating your club's travel price and deciding which vehicle suits your travel plans: http://facmgt.jmu.edu/web/support_services/transportation/index.html

University Vehicle Checkout Process:

- Keys and vehicles must be picked up from the Transportation Department located at **1593 South Main Street, Monday-Friday, 7:30a.m. - 4:30p.m.** This is the first building in the South Main Warehouse complex after crossing the railroad tracks across the street from El Charro on South Main Street. **Please plan to pick your vehicle up before 4:00pm in the afternoon.**
- The operator of a state vehicle **must have a valid driver's license present with them for pick-up** and be a JMU student, faculty, or staff member. When using vehicles from Transportation, the driver(s) **must present a valid license when picking up the keys** and will be required to sign an authorization page. The signature page is kept on file for the current academic year.
- When the keys are picked up, an access card will be issued to open the gate. This card is to be used after normal business hours for entrance, but is not required when exiting the complex. **You must have a vehicle on the inside of the gate to exit.**
- A Trip Statement showing your trip information will be issued with the keys. *You must complete the beginning and ending mileage section on the form.*
- All vans will have filled gas tanks, however, if the van needs gas prior to departure, please fill the tank at the South Main Street Warehouse complex.
- A gasoline credit card is available for out of town trips. Purchases on the credit card should only be for regular unleaded gasoline and oil (if needed). No other purchases are allowed.
 - **Make sure the gasoline station will accept the credit card prior to pumping gas. If the gas pump has card swipe access, the pin number is the vehicle number listed on the Trip Statement.**
- Vehicles must be returned to South Main Warehouse complex by the end of the reservation period. When returning the vehicle, make sure it is properly parked, all doors are locked, windows are closed, lights are off and trash collected from the vehicle.
- Vehicle keys, trip ticket, access card and/or credit card, accompanied by any receipts must be returned to the Transportation Office by **12 noon** the first business day following your return. There is a key drop box located on the outside of the white building for afterhour's access.
- If the keys, accompanying paperwork and/or the vehicle are not returned on time, there will be a \$50 service charge and revocation of reservation privileges for the organization until the fee is paid.
- Remember when returning your vehicle, the gate cannot be opened from the inside with the access key. The gates only open from the inside by the weight of a vehicle.

Throughout the Trip: Policies to Remember

- The driver of the vehicle must observe all traffic regulations including posted speed limits.
- All occupants of the vehicle must wear seatbelts.
- **The use and/or possession of alcohol in state vehicles is prohibited.**
- State vehicles may not be driven to any event where alcohol is served.

- Continued use of state vehicles is contingent upon compliance with the above regulations.
- In the case of an accident, refer to emergency procedures located in the glove box of the vehicle.
 - Call State Police (off campus) or JMU Police (on campus).
 - Do not leave the scene of the accident.
 - Call Public Safety (568-6913 or 568-6911) as soon as physically able to call.
 - Call the Transportation Office (568-8147) as soon as possible after contacting Public Safety.
 - Call the Events & Conferences Office (568-6330).
- Any damage, no matter how minor, must be reported to the Transportation Office and the Events & Conferences Office.

James Madison Policy 4303—Use of State Vehicles: 6.6.3 Alcohol & Drugs

It is of utmost importance that clubs know JMU Policy 4303: http://www.jmu.edu/JMUpolicy/wm_library/4303.pdf
The possession or use of alcoholic beverages or illegal drugs is not allowed in University Vehicles. See Policy 1110.

Policy 1110: 8.1 General.

Students who fail to comply with this policy are subject to disciplinary action up to and including expulsion. Employees who fail to comply with this policy are subject to disciplinary action up to and including termination. Any person who violates this policy may be subject to loss of privilege to reserve or drive a University Vehicle.

Additional Important Information:

- Virginia Driver's Manual:
<http://www.dmv.state.va.us/drivers/#manual.asp>
- James Madison University Risk Management—Automobile Accident Procedures:
http://www.jmu.edu/riskmgmt/wm_library/tAutoAccident_Procedures_e.pdf
- James Madison University Parking & Traffic Regulations:
http://web.jmu.edu/parking/parking_regulations.pdf

After the Trip: Closing Details

- Results Form (located on the Sport Club Forms page on UREC's website, see above)
- All necessary receipts into UREC and other proper, thorough documentation
- If borrowing University vehicles must return vehicle(s) in a better condition than when checked out
- If use of state vehicles applies, the UREC Assistant Director for Budget & Finance will contact your club
- Send pictures, stories, information to our Facebook site/UREC site for marketing and exposure!

Cancellations of State Vehicles

If the Club is going to be late picking up a vehicle, please notify the JMU Transportation Department as soon as possible at (540)568-8147 or (540)568-7429.

If the Club needs to cancel a vehicle, they must make contact with the JMU Transportation Department within 24 hours prior to listed departure time. Charge will reflect the daily minimum fee of that particular vehicle if not cancelled within 24 hours. "No Show" for vehicle pick-up will be handled the same as failure of cancellation and the charges will remain the same. Please reference the following: http://facmgt.jmu.edu/web/support_services/transportation/no_show

Sport Club Emergency Contact Information:

Emergency: (540)568-6911

Non-Emergency: (540) 568-6913

UREC Welcome Center: (540)568-8737