



# Club Travel Policy

## SGA Policy # 8

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Clubs are required to fill out a travel order for ALL club trips in which they are requesting to use state owned vehicles. Vehicles must be requested through Employee Sharepoint, which can only be accessed by faculty or staff, prior to submission of a travel order. Travel orders must be submitted to the Student Life Center after they have been **completed** (at least 10 days before the planned trip). The travel order **must** be signed by a Student Government advisor. The travel order will be reviewed against available budget funds and if approved will be sent to the Business Office for final approval prior to being forwarded to Facilities Management in order to reserve the needed vehicles.

The Mileage account for the club will be charged for all travel orders submitted. If there are not sufficient funds in the club's Mileage account at the time of processing, the mileage will then be charged to the Miscellaneous/Action Dollars line. If sufficient funds are not available to cover the mileage expense in either club line, then the mileage will be charged to the club's Club Generated Miscellaneous Line.

If there are insufficient funds for the mileage in these three lines when the travel order is submitted, the request for travel will not be approved. The club may submit a Budget Revision Request if they have sufficient funds in other lines. If the travel order is approved and the club proceeds to overspend their budget after the approval, clubs will need to follow the Deficit Spending Policy (SGA Policy #7).