



Office of Student Engagement
RSO Travel Service Vehicle Request Form

Date of Request _____

RSO Name _____

RSO Contact _____

Email _____ Phone _____

TRIP INFORMATION

Trip Begin Date _____ Trip Begin Time (HH:MM) _____

Trip End Date _____ Trip End Time (HH:MM) _____

Trip Destination City _____ State _____

Type of vehicle being requested _____

Purpose of Trip _____

APPROVALS

_____	00000	000000	5192
AIS Budget Purpose	Activity Code 1	Activity Code 2	Object Code

Estimated Amount to be Billed _____

Fiscal Officer Signature _____

RSO Certified Financial Officer _____

RSO Certified Financial Officer Email _____

Advisor Name and signature _____

Advisor Email _____

Registered Student Organizations Travel Request Guidelines

- When RSO's reserve vehicles, the actual vehicle(s) that a group receives are contracted through Enterprise Rent-A-Car. This allows a student who is not on SIU payroll to rent and/or drive the vehicle. All drivers of these vehicles must be 21 years of age.
- If your group is eligible to rent a university vehicle through Travel Service as opposed to an Enterprise vehicle, you are charged PER MILE instead of a daily rate. All drivers of these vehicles must be 21 years of age AND be on the university payroll (i.e. Student Worker, Graduate Assistant, faculty, staff, etc.).
- Complete the Travel Request at least five (5) working days in advance of the scheduled departure date (this allows for Enterprise to bring in cars/vans from the other locations if needed to fill all requests).
- Attach one copy of **trip itinerary to request** (include name and address of the event, date and time of the trip start, arrival at destination, list of daily events and times, and date of return – see sample).
- University credit cards are assigned to each vehicle. Use the cards **ONLY** while on distant trips, only for purchases of fuel, oil, and pre-approved repairs, and only for the assigned vehicle designated on the credit card. Your account will be billed for fuel/oil charges - they are **NOT** included in rental costs. NOTE: Fuel is currently cheaper at Travel Service than off campus, please try to bring your vehicle back to Travel Service for fueling at the end of your trip.
- If you must cancel a vehicle rental, you must do so 24 hours prior to scheduled time at checkout. If cancellation is made later than that time period or the organization does not pick up the scheduled vehicle, a late cancellation/no show charge of \$50 will be billed to the group.
- If you are involved in an accident, immediately report all accidents to Travel Service (618/453-3357). Your student organization will be liable for a maximum of \$1000 per accident.
- Tickets incurred for violations are the personal responsibility of the driver! This cannot be paid for with RSO or University funds.
- Reimbursement for out of pocket expenses for vehicle rental within a 100-mile radius of Carbondale **WILL NOT** be approved – **NO EXCEPTIONS!**
- Rentals of outside vehicles that do not go through the Office of Student Engagement Accountants cannot be paid for with fund in any University account.

****SAMPLE****

TRIP ITINERARY FOR (STUDENTS NAMES(S) OR RSO NAME) TO ABC CONFERENCE

NOVEMBER 12-16, 2007

1. Depart from Carbondale on Monday, November 12, 2007 at 3:30 p.m. and drive to Chattanooga, TN. Estimated time of arrivals is 9:00 p.m.
2. Spend the night in Chattanooga at the Best Western located on XYZ Street.
3. Depart from Chattanooga on Tuesday, November 13, 2007 at 9:00 a.m. and drive to Charleston, SC. Estimated time of arrivals is 4:00 p.m.
4. From November 13 through 15, I (we) will attend the ABC conference.
5. Depart from Charleston, SC on Friday, November 16, 2007 at 8:00 a.m. and drive to Carbondale. Estimated time if arrive in Carbondale, IL is 10:00p.pm on November 16, 2007.

****SAMPLE****

PROFESSIONAL ITINERARY FOR (STUDENT NAME(S) OR RSO NAME), ABC CONFERENCE

NOVERMBER 12-13, 2007, CHARLESTON, SC.

Tuesday, November 13

7:00-10:00 p.m. Registration and mixer

Wednesday, November 14

8:00-10:00a.m. Exploring Leadership Development

10:30a.m.-12:00p.m. Practical Applications of Leadership Development

12:00-1:00p.m. Lunch

1:00p.m.-5:00p.m. Student Development theories

5:00-7:30p.m. Dinner and Social Hour

Thursday, November 15

8:00-10:00a.m. Assessing Leadership and Communication Skills

10:30-12:00p.m. Reflections on the Community Service Project

12:00-1:00p.m. Lunch

1:00-2:00p.m. Parliamentary Procedure Workshop

2:15-3:15p.m. Fiscal Management

3:30-4:30p.m. Myers-Briggs Personality Inventory

4:30-5:30-p.m. Wrap-up and Evaluations

6:00-8:00p.m. Dinner and Social Hour

