

**STUDENT ORGANIZATION  
MANAGEMENT WORKSHOPS  
(TRIPS & TRAVEL)**

*Department of Student Centers & Involvement*

# STUDENT ORGANIZATION HANDBOOK

**RUTGERS** Student Involvement  
Student Affairs


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## Student Organization & Advisor Handbook

Student Involvement is here to serve students, student organizations, and the Rutgers community through organizational advisement and support, involvement activities, leadership development and a wide range of program offerings. Such efforts, implemented in collaboration with students, faculty, staff, and alumni, aid in the growth and development of individuals. They are an integral part of the educational mission of Rutgers University. Our department views students as partners in the creation and implementation of co-curricular endeavors at Rutgers University. This shared responsibility is achieved through student employment opportunities, paraprofessional experiences, organizational involvement, and the promotion of student decision making. We welcome you in your new endeavor as a student organization leader. The information contained in this handbook is meant to serve as a resource to student organizations and their officers. Our hope is to build a partnership with you that will ensure success for your organization. We hope that you will attend our various programs, trainings and workshops that have been tailor made to meet your needs. Your experience as an organizational officer should provide you ample opportunities to develop skills that will help you in your future endeavors, and to meet co-curricular learning outcomes.

If you have any questions, please contact **Department of Student Involvement**, located in the Student Activities Center (SAC), 613 George Street, New Brunswick, NJ 08901, Phone: [848-932-6978](tel:848-932-6978), Fax: 732-932-1080 or via email at [decho.rutgers.edu](mailto:decho.rutgers.edu).



Advertising and Posting	Travel Programs and Informed Consent Waivers	Community Service and Volunteer Resources	Contracts
Events and Program Planning Guidelines	Food and Catering Guidelines	Public Forums	RUSA Allocations
Student Center and Reservations Guidelines	Student Organization General Guidelines	Student Organization Incident Policies	getINVOLVED

# GENERAL TRAVEL TIMELINE

- **5 Weeks Prior:** Organization meets with Advisor to discuss trip logistics, travel itinerary and informed consent waivers
- **4 Weeks Prior:** Student Organization should make sure that the funds necessary for the trip are in SABO account.
- **2 Weeks Prior:** Student organization submits cash advance requests to the Student Activities Business Office. Cash advances for travel may not exceed \$400.00 unless approved for a different amount by your Advisor and SABO. All cash advances must be reconciled no more than thirty (30) days after travel.
- Advisor and/or Student Organization Officers communicate details and payment info to the Student Activities Business Office.
- **5 Days Prior:** Organization turns in completed Travel Waivers and/or Activity Waivers & Travel Itinerary to Student Involvement in the SAC. The Travel Itinerary must be submitted online five days in advance of travel.

# ADVISOR MEETING: ALLOCATED BUDGET(5 WEEKS PRIOR)

- Please come ready with a budget of expected costs, examples could resemble the following:
  - Transportation Costs
  - Expected Food Costs
  - Hospitality Costs
  - Cost of Destination (museum, tour, performance, outdoor activity etc..)



# ADVISOR MEETING: MODES OF TRANSPORTATION (5 WEEKS PRIOR)

- A. Rental Vehicles
- B. Personal Vehicles
- C. Chartered Bus
- D. Public Transportation (Train or Bus)
- E. Air Transportation





# ADVISOR MEETING: BOOKING ACCOMMODATIONS (5 WEEKS PRIOR)



# ENSURE FUNDS ARE IN SABO ACCOUNT (4 WEEKS PRIOR)

*4 weeks out, please confirm any necessary transfers or adjustments that need to be made to your SABO account and ensure that you have received the proper RUSA allocated funding in your account.*

## CASH ADVANCE (2 WEEKS PRIOR)

Please ensure that you place CASH ADVANCE requests at least two weeks in advance of your scheduled trip.

**A CASH ADVANCE RECONCILIATION** with appropriate itemized receipts must be submitted within 30 days of the traveler's return, along with the amount to be repaid to the SABO office.



# REIMBURSABLE EXPENSES

- Airlines
- Commercial Bus/Rail Fares
- Lodging Reservations
- Car Rental
- Privately Owned Vehicles
- Meal Expenses

# AIRLINE INFORMATION

- The airline ticket receipt must be submitted.
- The passenger copy of the air ticket (boarding pass) should be attached whenever possible.
- If an electronic ticket was used, a detailed invoice/itinerary (which may also be identified by the air carrier as a receipt), as long as it shows all times of departure, flight numbers, class of service, fare basis, ticket or confirmation number, and cost of ticket, along with proof of payment, proof of payment also (i.e., credit card being charged) must be submitted.
- The university will reimburse only coach class tickets aboard a regularly scheduled commercial carrier. Please check with your advisor before purchase.



## COMMERCIAL BUS/RAIL FARES

- Regardless if you have received a CASH (*travel*) advance or are completing the PERR form, reimbursement for commercial bus and rail travel will be the reasonable actual cost.
- A ticket stub showing the fare or a detailed receipt showing the fare must be submitted-proof of payment (i.e. credit card/bank statement) must be submitted.



# LODGING RESERVATIONS

- Only expenses for standard room accommodations will be reimbursed.
- The original receipted hotel, motel, or other bill must substantiate lodging expenses.
- The bill must specify rate, date(s) of stay, and evidence of payment (normally a zero balance) and must be attached to the PERR OR Reconciliation form.
- Express checkout itemized receipts are acceptable for reimbursement, but the receipt must show the credit card being charged (the credit card number should be concealed to prevent misuse of the number).
- **Credit card slips/receipts alone are not adequate support.**

# CAR RENTAL

- The university will reimburse for a rental car when there is PRIOR APPROVAL, from the Advisor.
- All students that will be eligible to rent a car must complete a DEFENSIVE DRIVING course and submit a defensive driving certificate to the Department of Student Involvement or other host departments.
- Car rentals may be used when the overall cost of the rental is less than the cost of other means of transportation (e.g., taxis, limousines, airfare).
- Reimbursement for car rental is limited up to intermediate size classifications for individual travelers. Full size vehicles or vans are allowed for groups when traveling.
- Reimbursement will normally be made only to the traveler who signed the rental contract. Original receipts for car rentals and the rental contract must be attached to the PERR to support the expense.



# PRIVATELY OWNED VEHICLES

- The university will reimburse students that use private automobiles on university business at the current mileage reimbursement rate established by the Internal Revenue Service, plus parking and toll charges. Please provide a google direction map with miles to and from the University to the event.
- The current rate is available on the University travel web site. The mileage reimbursement rate is intended to cover all operating costs including depreciation, repairs, gasoline, insurance, towage and other similar expenditures.
- When driving on university business, students must carry a valid driver's license, vehicle registration, and proof of insurance. New Jersey residents must carry a New Jersey Insurance Identification Card. Privately owned motorcycles shall not be used on university business.
- In the event of an accident involving injuries or damages to other persons or property while operating a privately owned vehicle on university business, the employee must notify the Office of University Risk Management and Insurance in order to provide for any potential involvement of the university. The financial loss for damage to a privately owned vehicle used on business is not reimbursable by the university.



# MEAL EXPENSES

- A reimbursement for actual expenses up to \$30.00 per day for a travel period of more than one full day per student.
- Students must submit itemized original receipts with proof of payment for all meals to be reimbursed.
- The cardholder's copy of the meal receipt, without itemization of the meal will not be accepted, the receipts must include the provider's name and date, and the name(s) of any other person included on the bill.
- The maximum allowed for gratuities is 20%. Tips over this amount will result in reduction of reimbursement.



# NON-REIMBURSABLE EXPENSES

Although this is not a complete list, the following are some examples of expenses that will **not be reimbursed by the SABO**:

- The use of frequent flyer miles will **not** be reimbursed.
- The **use** (not purchase) of a gift card will **not** be reimbursed.
- Fees incurred for changing reservations unless there is an authorized justification.
- Unreasonably expensive meals and lodging.
- The maximum allowed for gratuities is 20%. Tips **over this amount** will result in reduction of reimbursement.
- Expenses at hotels for in-room movies, in-flight movies, telephone charges.
- Meals included in the cost of conference/meeting fees.
- All expenses related to the personal negligence of the traveler (parking tickets and fines, towing, traffic violations, damage to personal vehicles, clothing, or other items).
- Repairs of personal vehicles used on university business.
- Laundry and valet service for business stays less than a week (five consecutive business days).
- Spouse's/family member's friends/travel costs.
- Lost/stolen cash or personal property including luggage and/or backpack.
- Personal items and services (e.g., shoe shines, haircuts, manicures, saunas, massages, pet care costs, souvenirs or personal gifts, childcare costs, and personal reading materials).
- Late payment penalties and interest on personal credit card.
- Alcoholic beverages. All receipts that have alcohol on the receipt will not be reimbursed and the organization will be referred to Student Conduct.

# TRAVEL ITINERARY (5 DAYS PRIOR)

The trip leader must complete a **Travel Itinerary online 5 days prior to the trip** that includes the following information: (Completed Online)

- Student Organization Name
- Trip Leader Contact Information (including cell phone number that will be used during trip)
- Purpose of Travel Program
- Destination Name and Contact Information
- Dates and Times of Travel
- Contact information for Hospital with Emergency Services Nearest to Travel Destination
- Date, Time, and Contact Information for Special Events/Activities Planned
- A list of Trip Participants including Emergency Contact Information



# TRAVEL WAIVERS (5 DAYS PRIOR)

A **Travel Informed Consent Waiver** must be developed for the student organization by their Advisor prior to the student organization's departure. Each trip participant is required to review and sign a travel waiver. All individuals who intend to drive to/from the travel destination must select driver on their waiver.

An **Activity Waiver** is required for activities that are considered risky or dangerous. Examples of these activities include, but are not limited to:

- Backpacking/Camping
- Biking
- Recreational Activities
- Community Service
- Competitive Activities (ex: Food Eating Contest)
- Dancing
- Others listed on Website!



# IMPORTANT POLICY REMINDERS

- Student organizations eating out while traveling may do so but may not spend more than \$15.00 per person per meal. All receipts MUST be itemized.
- The purchase and/or consumption of alcohol is not permitted. Any receipts that have alcohol on them will not be reimbursed. If an organization is in violation of the Student Code of Conduct, the organization will be referred to the Student Organization Incident Policy team and any students involved will be referred to the Office of Student Conduct.

# TRIP LEADER RESPONSIBILITIES

- The Trip Leader should take the following items on the trip:
  - cell phone
  - directions to the travel destination
  - copies of facility or ticket contracts
  - copies of the Travel Itinerary
  - Special Informed Consent Waivers for passengers not returning via trip transportation
  - Written announcements with instruction for the day
  - Cash advance (amount determined by Advisor)
  - Phone number for Rutgers University Police Department (RUPD): 732-932-7211 (Trip Leader's first point of contact for domestic emergencies or other situations requiring immediate contact with Rutgers administration)
  - *First Aid Kit (if applicable)*
  - *Copy of bus transportation contract (if applicable) and emergency contact number for transportation company*

# DRIVER DISTANCE & RESPONSIBILITY (PERSONAL VEHICLE)

- Under 350 miles and 6 hours driving time
- For every 3 hours behind the wheel = 15min break
  - Should not be on the road from 12AM-6AM
- Complete Travel Waiver (driver) and Copy of License

# INCLEMENT WEATHER

- In the event that student drivers encounter inclement weather and adverse driving conditions, for the safety of all students on the travel program, they are encouraged to get hotel room(s) as needed for the number of students until the conditions improve. Student Affairs will cover the cost of these hotel accommodations. We urge you to discuss this policy with your Advisor prior to your trip when planning to travel in the winter months.
- If pending weather is imminent prior to a student organization trip or travel program, the Department of Student Involvement/Student Affairs reserves the right to highly encourage cancellation and/or cancel/postpone the trip or travel program as the safety of students is of our utmost concern.



# EMERGENCY SITUATIONS

- In case of emergency please dial-911
- After the situation has resolved please call RUPD @ 732-932-7211.
- RUPD has all travel itineraries and the information of those attending the trip.





**WE WANT YOU TO ENJOY YOUR TRIPS!**

Safe Travels

*Department of Student Involvement*

*For an additional summary of Rutgers Student Organization travel procedure, please visit [involvement.rutgers.edu](http://involvement.rutgers.edu) and watch "Trips & Travel Video"*

**STUDENT INVOLVEMENT  
OFFICE HOURS:**

**MONDAY – THURSDAY, 8:30AM-7PM  
FRIDAY, 8:30AM-6:00PM**

Student Activities Center  
613 George Street

848-932-6978  
[osi@echo.rutgers.edu](mailto:osi@echo.rutgers.edu)