Academic Teams: Planning Individual Competitions

Designate a Trip Leader to take charge of the trip planning process. This could be a role for one member of the team or it could be something that changes for each competition. If a Trip Leader is not the team's captain or treasurer, it is expected that the Trip Leader will keep the team captain and the treasurer apprised of the status of the trip plans.

The Trip Leader is the main point of contact between SAO and the team. They are responsible for coordinating travel plans with SAO as well as making sure the team fills out all appropriate paperwork before traveling. It is the Trip Leader's responsibility to communicate any change of plans with SAO.

Schedule a Meeting

The Trip Leader should start the planning process by contacting SAO. The earlier SAO can be contacted, the better the prices will be on hotel rooms or airfare. If a bus will be needed, advance notice to the bus company is ALWAYS needed to find an available driver.

To make the most of the initial planning meeting for a competition, decide ahead of time which team members are attending the tournament. Have all the attending students fill out the Competition Agreement. This paves the way for easy and quick reservation booking.

Paperwork

Be prepared to fill out all of the required campus forms to document your trip away from campus. For Academic Teams, there are more forms than what is required for other area trips. Not all of the forms need to be turned in at once, but it is important to note that the Competition Agreement is needed by SAO prior to hotel and airfare being booked. Returning that form as quickly as possible helps speed up the booking process and assures the best rates for budgeting purposes.

1. Academic Team Competition Agreement
2. Team Roster (specific spreadsheet if flying)
3. Trip Leader Form

4. Student Travel Waiver

5. Fleet Vehicle Reservation (if needed)

6. Enterprise Vehicle Trip Forms (if needed)

Remember, picking up and returning Enterprise vehicles requires trip leader forms and waivers separate from the trip leader form and waivers signed by the entire team, especially if someone not attending the competition with the team is assisting with Enterprise pick up and drop off.

Registration Fees

Registration for a tournament is the first step in the process. Many times the registration deadline is far in advance of the tournament and only by registering is additional tournament information avaialble. Contact SAO before registration is due to get the fees paid even if the team is not ready to make other arrangements. Fees for competitions that have been agreed upon in the budget can be paid at any time. Additionally, if fees must be paid with a check, know that it could take three weeks for the check to be cut by the business office. Payment for new tournaments will take even longer due to the additional paperwork needed from the hosting institution.

Hotel

Every trip must have someone who is 21 to check the team into the hotel. SAO typically books hotel rooms with two double beds expecting that at maximum, four people will stay in the room. Trip planners are expected to know the needs of their team members, and if there are any rooming sensitivities - team members who do not want to share rooms with a different gender, etc. - these sensitivities need to be communicated to SAO prior to hotel rooms being booked so an additional room may be booked.

Inform SAO of hotel requirements or recommendations made by the hosting institution. Note whether there is a room block or special pricing at a certain hotel. Also let SAO know if there is a booking deadline to get special pricing. SAO will try to accommodate the recommendations but it will not always be possible.

SAO will book the hotel for the team and will be in contact with the hotel. In the cases where a roster must be submitted, SAO will create the roster but it is up to the team to determine which member stays in which room. SAO does not assign roommates.

While SAO pays for the rooms, the team will be responsible for providing a credit card number for each room at check in for incidental charges. Unless there is something to be charged, the student's credit card will not be charged for incidentals. The use of room service or the hotel mini-bar are considered incidentals that will not be reimbursed to a student.

Ground Transportation

Campus Fleet Vehicles

For trips of a distance shorter than 100 miles, a campus fleet vehicle may be booked. All drivers must be registered campus drivers and carry their insurance cards and driver's license with them. If no fleet vehicles are available, vehicles should be rented through Enterprise (see below.) The use of personal vehicles is discouraged as an option because all liability for a breakdown or an accident is placed on the owner of the personal vehilce. The college accepts no responsibility for anything that happens to a personal vehicle.

Enterprise

Renting a vehicle through Enterprise will be necessary if the team is traveling further than 100 miles away and is not flying. Work with SAO at least two weeks in advance of the trip to book reservations. Carleton has a contract with Enterprise to allow underage drivers to rent vehicles with the use of a corporate code. SAO must make the reservation on behalf of the team. Those driving an Enterprise vehicle must be an approved campus driver.

Also consider the pick up and drop off of Enterprise vehicles to be a separate trip from competition travel. Picking up and returning Enterprise vehicles requires trip leader forms and waivers separate from the trip leader form and waivers signed by the entire team for competition travel. Also, Carleton fleet vehicles cannot be parked at Enterprise for any length of time so additional drivers will be needed to drive back the Enterprise rentals.

Please be aware that rentals need to be returned with a full tank of gas. If the return is made and gas is needed, Enterprise will add the cost of gas on to the rental charge as a refueling fee. Refueling fees often exceed the price of gas available at a gas station. Fuel costs associated with refueling a rental vehicle will be reimbursed based upon actual fuel purchased, not mileage.

Accidents

Claims should be reported to the Carleton Risk Manager (507-222-4178) as soon as possible. If the accident occurred in a fleet vehicle, a call should be placed to Steve Nerka (507-222-4889) as well. If the accident occured in a rental vehicle, procedures for what to do and who to contact are often printed on the rental agreement. If you are involved in an accident with a rental vehicle, please adhere to the agency's reporting requirements. You should provide the name of the College's insurance company, **Selective Insurance Company**, and direct the owner of the other vehicle to the Carleton website for our Certificate of Insurance. They may also contact the Campus Risk Manager at (507) 222-4178 for additional assistance.

Air Travel

For competitions in which flights will be required, please make sure to meet with SAO at least three weeks in advance of the competition to get good rates. The closer to the competition, the more expensive the flights will become. Additionally, the competition agreement and a complete roster of everyone who is flying needs to be submitted before flights will be booked. Every trip with a flight must have someone on the roster that is 21.

Reimbursements (Post Trip)

If you are planning on having expenses reimbursed after your trip, keep your receipts! This includes receipts for gas, parking, tolls, and meals if you included these categories in your budget. Please note that reimbursements will only be made for the items you included on your budget. If you did not budget for these categories, do not expect reimbursement for these expenses. If you over-spend your budget in these categories, do not expect reimbursement in other areas.

If you are requesting reimbursement for a meal, make sure the receipt you keep itemizes your meal expenses. A receipt showing just the total amount and the credit card approval is not reimbursable. All reimbursements for a trip must be submitted within thirty (30) days of the trip so that SAO can keep a real-time record of expenses throughout the term. SAO will decline to reimburse expenses that are submitted late.

Non-Reimbursable Travel-Related Expenses

- Alcohol, tobacco, cannibus
- Room service
- Hotel mini-bar
- Parking tickets
- Speeding tickets
- Personal or souvenir items