PSU REC CLUBS TRAVEL POLICY

General Policies
1. All club members must sign a liability release and code of conduct and be listed on the roster and approved by the Rec Clubs Coordinator.
2. “Vehicle” is defined as a State Owned Vehicle from DAS Motorpool or a Hired Vehicle typically from a contracted agency primarily Enterprise.
3. When club members are in a State Owned Vehicle/Hired Vehicle – travel begins and ends at PSU. Any deviations from this must be included in the travel itinerary submitted to the Rec Clubs Coordinator. All club members traveling in State Owned Vehicle/Hired Vehicle must go to the event and home from the event in the State Owned Vehicle/Hired Vehicle.
4. When they are not in a State Owned Vehicle/Hired Vehicle - travel is on own and separate from the event.
5. All travelers in State Owned Vehicle/Hired Vehicle must be approved in advance of travel by the Rec Clubs Coordinator or designee.
6. All travel in State Owned Vehicle/Hired Vehicle must follow the CREC Vehicle Policy.
7. PSU CREC is not involved with travel to practice.
8. PSU CREC does not reimburse for gas, mileage or other travel expenses for Rec Clubs.
9. The Rec Clubs Coordinator or designee has final approval for all club travel.

Vehicle Occupants
Official club members are allowed to ride in a State Owned Vehicle/Hired Vehicle. This may include faculty/staff members and community members who join the club and have completed all required paperwork. Officially recognized coaches and volunteers are allowed to ride in a State Owned Vehicle/Hired Vehicle.

Vehicle Drivers
Students, faculty and staff who are official club members can become drivers in State Owned Vehicles/Hired Vehicles. All drivers in State Owned Vehicle/Hired Vehicle must go through CREC driver training and become officially approved by the Rec Clubs Coordinator or designee.

Travel Options
The Rec Clubs Coordinator or designee will work with the club to determine the appropriate form of travel.

Option One: Club funds for all travelers in State Owned Vehicle/Hired Vehicle – PSU CREC is involved in travel. All participants in this travel must be approved by the Rec Clubs Coordinator or designee. Verify code of conduct, liability release, and roster. Club is required to go through driver training, submit vehicle request forms, travel forms and all other required paperwork. Coordinator must know who is traveling, how they are getting there, when they are getting there, what they will be doing, etc. There may be separate departure and arrival times with multiple vehicles. Club funds may be used for entry fees, registration fees, leagues fees, etc. associated with the event.

Option Two: No club funds are spent on travel. PSU CREC is not involved in travel. All participants in the event must be approved by the Rec Clubs Coordinator or designee. Verify code of conduct, liability release, and roster. Club funds may be used for entry fees, registration fees, leagues fees, etc. associated with the event.

Option Three: Hybrid - Clubs funds some travel and some travelers in State Motorpool or leased vehicle. PSU CREC involved only in travel and travelers in State Motorpool and leased vehicle. PSU CREC not involved in travel or travelers using other forms of transportation. See options One and Two above for details. Club funds may be used for entry fees, registration fees, leagues fees, etc. associated with the event.

Travel Process
Follow all procedures from Travel Deadlines document. Have pre-travel meeting with Rec Clubs Coordinator or designee, sufficient number of approved drivers, submit vehicle request forms, travel forms, and participant/traveler information.