

**Illinois State University  
Department of Recreation Services**

**Travel FAQ**

1. University Van Travel
  - a. Tentative reservations can be made ANYTIME
  - b. Five insured, 12-passenger vans
    - i. First come, first serve
  - c. Van driver training
    - i. Contact Phyllis Gillis at 438.2216 to schedule a time
  
2. Travel Roster & Itinerary
  - a. Due by 2p Wednesday PRIOR to travel
  - b. Include all members traveling & emergency contacts
  - c. Include ALL drivers and license numbers
  - d. Include all overnight stay
    - i. Include ONE CONTACT if staying at personal homes
  
3. Certification of License
  - a. Form sent to insurance company to receive APPROVAL under insurance
  - b. Must be updated annually
  - c. If changes to license, form must be updated immediately
  - d. Ed/James MUST sign off on seeing DL; if Ed/James not available, provide copy of DL
  
4. Authorization Form for Special Users
  - a. Signed copy must be provided BY CLUB to Fleet Mgt. to obtain van keys
  - b. Submitted 2+ weeks before travel
  - c. Info must be provided for ALL drivers
  - d. University Policy – Form must be signed by VP of Student Affairs
  
5. Vehicle Request Form
  - a. Submitted w/*Authorization Form* 2+ weeks before travel
  - b. Drivers listed must match *Authorization Form*
  - c. Complete ALL sections
  - d. Include cost estimate for travel
    - i. \$12 per day (Friday to Sunday = 3 days, regardless of departure/arrival time)
    - ii. \$0.45 per mile (round trip, include travel to and from venue)
    - iii. Payment
  
6. Drivers Log
  - a. Will be matched with van odometer
  - b. Compared to estimated cost (*Vehicle Request Form*)
    - i. Over estimate – Excess funds deposited into club account for future usage
      1. Utilized for purchases (not just for future travel)
    - ii. Under estimate – Additional payment due to Recreation Services
  
7. Safety Officer Training
  - a. One person per club annually
    - i. 1-hour class consisting of: CPR/AED and First Aid dates, University and Departmental policies and procedures