

Complete items required by rental agency (i.e. P-Hijm and returning contract, Enterprise-D [LQJ FRSLHV RI GULYHU↑V OLFHQVH DQG DQ\ RWKH requires).

Have all participants complete and sign Acknowledgement of Risk/Acceptance of Responsibility Agreement and Release Form.

Complete the Emergency Contact Form. Make sure all participants provide emergency contact information. (TIP: keep a master electronic copy to be used for the whole year.)

If using an NWTC fleet vehicle, rental, or transporting any other students, complete Student Vehicle Use Form for each driver. Please try to limit driver Y H U L I L R Q ↑ V cost of driver verifications.

If transporting students in your vehicle, this also requires you to complete a Student Vehicle Use Form for each driver. However, this is not recommended since personal insurance is primary & mileage is not reimbursable.

Review student travel code of conduct rules with participants prior to departure, including consequences for violations.

Return transportation form, acknowledgement of risk forms, emergency contact form, and vehicle use form to the Student Involvement Office for transportation approval.

- o Use of alcohol and/or drugs is prohibited during the official business of a field trip, regardless of legal drinking age.
- o 3 U L V R H L D Q D S S U R Y H G U E V H Y P H U R W A M E K Q L F O O H J H ¶ V P R M Q R L P X P vehicle record.
- o Suggested vehicle rental capacities:
 - x Car- up to four people
 - x Minivan- 5 ± 7 people
 - x Bus ± 20 more (with 30 extra seats)
- o Rental Agencies:
 - x Enterprise (state contract)- 920-592-8888 (Give Club Name when reserving)
 - x / D P H U ¶ V % 920-496-3610
 - x BayBus-920-468-7738
 - x Kobussen- 800-447-0116
 - x Others
- o Fuel Card-available for check-out in the Student Involvement Office for conference/field trip fuel purchases. Please request (1) or two (2) days prior to your travel date.
- o Hotel Rooms-four to a room is suggested when making reservations.
 - x If individuals are uncomfortable sharing, they will need to pay the difference. For example, hotel room is \$100/4 people = \$25 per person. If a student only wants three (3) in a room, they would be required to pay the \$25 per night difference out of pocket.
 - x The recommendation for four to a room is highly recommended for the use of student organization fundraising revenue. Please make arrangements using fundraising money if you were spending your own personal money.
- o Food Allowances:
 - x Meals will be as listed in guidelines for in state meals and will not exceed the GSA rate for out-of-state meals unless specifically approved by the President or the Chief Financial Officer. Please see the following internet site for GSA meal allowance: [GSA - Domestic Per Diem Rates](#). Official conference banquets are subject to the GSA individual limits. Meals in conjunction with conference/meeting (that are not included in conference/meeting) and are part of the conference/meeting will be reimbursed. Alcoholic beverages are not reimbursable and should not be included in restaurant receipts.
 - x In-state meal expenses including gratuities, shall be reimbursed at actual cost providing they do not exceed established maximums as follows U D W H V D V R I €q"™ Žİđ 5_ 0(\$