

Cal Sport Clubs 2023-2024

TRAVEL 101

Everything you need to know to travel with your team

Travel admin: Cate Goodman

Role: Assistant Director of Sport Clubs

Email: c.goodman@berkeley.edu

Phone: 510-590-8369

Hour of Operation: Weekdays 9am - 6pm

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SPORT CLUBS

YOUR TEAM ROSTER

Every person on your teams roster must be fully medically cleared. Individuals seeking to travel must meet the following approval requirements:

- Purchase a \$0 Sport Club Membership at the **Rec Sport Store**
- Create an **IMLeagues account** (new athletes only)
- **PPE/HHR: Get medically cleared. PPE for new participants, HHR for returning participants.** Read instructions thoroughly.
- **Complete DocuSign:** Complete Authorization for Release of Health Information and UCOP Concussion Training and submit a PDF with your name, email and passing score in one document

You must complete these steps to be added to your roster. People who aren't showing on your roster are not cleared and will **NOT BE ABLE TO TRAVEL OR PARTICIPATE.**

TRAVEL APPLICATION

For all team travel, a Travel Application is **due 14 business days in advance with a preferred 30 business days in advance.** Anything submitted under the 14 business day deadline without prior approval has a chance of denial.

Example: If a team is leaving on September 29th, it is preferred the application is submitted on August 30th and it is DUE on September 15th.

Included on travel application:

- Primary contact and secondary contact (must be two different people)
- Departure and return information: dates and times
- Travel destination
- Type of transportation
- Approved Drivers
- Type of lodging and location
- Rental Cars
- Independent Travelers
- Travel Roster

After a travel app is submitted your club will receive an email from IMLeagues once the club sport office has begun processing your application. **This does NOT mean you are approved to travel.** Club Officers will receive an email at a minimum of one week prior to the date of travel with approval details.

Even if travel isn't official but teams might go to an event based on upcoming league/tournament results a travel application is still required to be on file prior to the 14 day deadline. If plans change please let the sport club office know so we can cancel the application. **Example: if you are preparing for a regional tournament but you are awaiting results from your league and results come out after the application deadline please submit the application ad if plans change email c.goodman@berkeley.edu**

Any application submit after the 14 business day deadline does not have guaranteed approval.

SUMMARY OF FORMS IN IMLEAGUES

Please also read the additional detail provided in the forms themselves.

Forms specific to travel:

- **Travel Application:** Due a minimum of 14 business day before pending travel with a preferred 30 days
- **SC Driver Agreement:** This form must be filled out by all anticipated drivers every year (this is for both personal and rented vehicles)
- **SC Independent Traveler Form:** This form should be completed by every person deviating from the team travel plan
- **Reimbursement Request:** For a travel reimbursement, attach the Domestic Travel Reimbursement Form (DTRF), approval of travel, receipts and proof of payment

RENTAL CARS

We have a corporate partnership with Enterprise, which gives us lower rates and insurance is included.

- **Drivers**
 - Drivers must be approved
 - The earlier you submit your application the more availability
- **Age Requirements**
 - San Pablo location, Berkeley, ONLY: 18+ for sedans, 21+ for minivans
 - Airports/other Enterprises: must be 21+, no matter the type of car.
- **San Pablo Enterprise**
 - Hours: Mon-Fri 8am-5pm, Sat 9am 1pm, Sun CLOSED
 - This location, as well as all other non airport Enterprise locations are closed on Sundays.
- We do not accommodate Sunday drop off outside of airports
 - If returning to a non-airport please select the next business day as the drop off date
- **Other rental car options:**
 - Uber/Lyft
 - Must be pre-approved by the Director of Club Sports
 - Without pre-approval your reimbursement is subject to denial

DRIVERS

In order to be an approved driver, you must submit the following:

1. Driver Agreement: **must be completed every year**
2. DMV Authorization Form ([Found Here](#)): **once per career**
 - a. Completed via DocuSign
 - b. Attach a photo of your driver's license (we can not accept non-US driver's licenses)

Coaches are not allowed to drive players. They must travel in vehicles other than a bus or plane by themselves. Multiple coaches are allowed to travel together.

HOUSING

Hotels are the preferred method of housing for all teams while traveling. Here are a few ways to book them:

- **Lucid Hotels** (berkeley.lucidhotels.us): This is the **ONLY** method for booking hotels
- How to use Lucid:
 - Select travel destination
 - Choose check-in and check-out date
 - Choose number of rooms
 - Pick hotel of choice
 - Pick type of room and how many people in each room
 - Select department - Club Sports
 - Select team - please verify you have selected the correct team name. This is important for billing purposes
 - Please include all names for each room
 - Press pay with credit/debit
 - Form is not complete until you press submit to administrator
- **NOTE:** Requests for approval expire after 24 hours. **DO NOT** submit after 5pm on Friday (any submission after 5pm Friday-Sunday will not be approved)
- The sport clubs office will approve (or decline) all requests using UC Berkeley credit card. Clubs funds will be used for all approved hotels
- **Credit Card Authorization Form**
 - We will only book via authorization for special circumstances
 - For example: you are traveling to a tournament and it is a REQUIREMENT to stay in the tournament reserved hotels. If this is the case for your team please forward the tournament email that included the tournament provided link to c.goodman@berkeley.edu. Please do this prior to filling out a travel application.
 - After review of the above email if it is deemed that your team is not required to stay in a specific hotel you will be asked to book via lucid in order for your travel application to be approved

Non-Lucid Hotels including private homes and airbnb are not guaranteed for approval

- Some other housing include: Airbnb, vrbo, ex.
- As stated above these forms of housing do not have guaranteed approval

FLIGHTS

There are 2 options for buying flights:

- **Teams can purchase flights on your own using individual funds**
 - We will not reimburse individual flights unless pre-approved
 - If a team wishes to use clubs funds please see below

For individual flights, Fill out the 2023-2024 Individual Flights

- **The sport club office can purchase flights on a teams behalf using club funds**
 - Any airline can be used when purchasing 9 or less tickets
 - Southwest airlines is the **only** airline used for booking group flights(10 or more flights)
 - **If you wish to use a different airline you will need to book your flights individually must have pre approval for reimbursement**

If the club sport office is booking the flights for you, Fill out the 2023-2024 Flight Information Spreadsheet

TRAVEL REIMBURSEMENTS

- Only **approved travel and approved travelers are eligible for reimbursement.**
- All travel reimbursements other than gas and mileage **must be pre-approved.**
- We cannot approve 3rd party reimbursements. For example: parents, alumni, boosters, ex
- All travel reimbursements must be submitted via IMLeagues within **21 days of completed travel.** Anything outside of 21 days we cannot guarantee your reimbursement will be approved.
- The only member on the team that can submit a reimbursement are presidents and vice-presidents. They can submit reimbursements on behalf of teammates and coaches.
- Any coach seeking to be reimbursed must be vendored (please send an email to calsportclubs@berkeley.edu with the coaches first and last name and email)

Please submit the following documents on IMLeagues to complete a reimbursement request

- **This is required for every reimbursement**
 - **Domestic Travel Reimbursement Form(DTRF)**
 - Filled out in its entirety, typed, signed and dated
- **Flights**
 - Domestic Travel Reimbursement Form
 - Receipt showing booked and paid flights
 - Bank statement showing proof of payment (please redact non-relevant info)
- **Food, tolls, and gas for rental cars**
 - Domestic Travel Reimbursement Form
 - Itemized receipt of all food purchases
 - Gas receipt

You must have a receipt for every purchase

TRAVEL REIMBURSEMENTS, CONTINUED

Only one domestic travel form is needed per person for all reimbursements

- *Example: If you are seeking reimbursement you can use one DTRF to get reimbursed for rental car gas, team groceries, and your pre-approved airfare all at once. In this situation, you would attach the following to the DTRF: gas receipt, itemized grocery receipt, flight receipt, and proof of payment from your bank account for the flight.*

Gas and Mileage:

- **ONLY** approved drivers can request a reimbursement for gas and mileage.
- Gas reimbursements are for gas purchased for **rental cars** only.
- You can only request a reimbursement for mileage when using **personal cars.**
 - The current rate is 56 cents per mile, but teams can change the rate mileage but it cant be less than the current rate -- be sure to edit the rate on the DTRF.
 - Mileage reimbursement must include the starting destination, ending destination and miles driven (this information should be consistent between all drivers for the same trip)
- **WE DO NOT REIMBURSE MONTHLY TRAVEL TO AND FROM PRACTICE**

It Can Take A Minimum Of 4 Weeks To Process Travel Reimbursements

- Sport Club Office will approve your reimbursement in an average of 10 business days of submission
- Once approved by the Sport Club Office the UC Berkeley Travel Office can take a minimum of 2 weeks to process and cut a check for reimbursements.

If you have not received your reimbursement within 6 weeks after submission please email the Sport Club Director dhewlett@berkeley.edu

FLOWCHART: SEQUENCE OF EVENTS

August:

- Every perspective member of the team needs to purchase their 0\$ sport club membership, submit PPE/HHR, sign the Authorization for Release of Health Information, complete the UCOP Concussion Training via docusign, and become approved drivers if applicable

14-30 days prior to travel:

- Submit travel application
- Use lucid to book hotels
- Confirm that all pending drivers are approved to drive
- Do you need rental cars? Personal cars?
- Find flights needed for travel
- Anyone on the team going to travel independently?
- Complete any to-dos from the Sport Club Office

7 business days before you leave:

- The trip contacts and the club president will receive a confirmation email from Sport Club admin

Post-trip:

- Submit any travel reimbursements within 21 days of your return
- Report any trip issues(for example: issues with rental cars, hotels, ex)

SHORTCUT TO LINKS INCLUDED IN DOCUMENT

[2023-2024 Flight Information Spreadsheet](#)

[2023-2024 Individual Flights Spreadsheet](#)

[Club Management Forms](#)

[Domestic Travel Reimbursement Form](#)

[DMV Authorization Form](#)

[Lucid Hotels](#)