**Club Travel**

**Transportation Options**

- **Motorpool Vehicle Rental**-
  - Follow specific SORC and Motorpool policies to rent vans from the University.
  - Often best to use when the trip is relatively local or if students do not have personal cars.
  - Cost of rental will be taken directly from SORC account. All other expenses (tolls, parking, etc) will need to be reimbursed.

- **Uber, Lyft, Zip Car**-
  - Often used for local travel throughout Pittsburgh or when clubs fly into a new city.
  - Must be paid with personal card and reimbursed- cannot use Travel Card.

- **Personal Cars and External Car Rental**-
  - If students can take personal cars or need to rent from outside of the University, then they can be reimbursed for any related travel expenses.
    - Students who take personal cars can be reimbursed for either gas **OR** mileage, but not both.
    - Students who rented cars can be reimbursed for gas only, but **not** mileage.

- **Coach Bus**-
  - For long trips, use SORC Travel Card to make reservation for tickets with Greyhound, Megabus, etc.
  - For local trips, work with Pitt’s Transportation Office to reserve a coach

- **Airfare**-
  - Use SORC Travel Card to purchase tickets.

**Travel Tips**

- **Always keep your receipts!** If multiple people make purchases, write their names on their receipts.
- **If staying at a hotel**, call a week in advance to make sure that everything is set- especially if you have a CCA Form.
- **When requesting Motorpool cars**, have a document organizing all of the driver information that you can easily reference to fill out form.

**Travel Card**

- There is a specific SORC credit card that should be used for all travel expenses.
- This will cover hotel stays, registrations, airfare, and bus tickets.
- This will **not** cover gas, parking, car rental, or tolls.
- SORC Staff **MUST** enter the Travel Card information at check-out.
- There are specific Travel Card Office Hours- purchases can only be made during these times.
- Must fill out green Travel Card form and attach all receipts and confirmation pages.
**Hotel Reservations**

- Use the SORC Travel Card to reserve hotels.
- There are two ways to reserve hotels:
  - **Booking through an intermediary source**-
    - This would be Expedia, Kayak, Air BnB etc.
    - These websites charge the card as soon as the reservation is booked.
    - After that, there is nothing else that your club needs to do!
  - **Directly through the hotel**-
    - Hotels don’t charge the card until you check-in.
    - Since the Travel Card cannot leave the SORC Office, you will need a Credit Card Authorization Form (CCA Form).
      - After booking, call the hotel for this form and ask it to be emailed to you.
      - Then give to SORC Staff to fill out with trip details and card information.
      - Staff then faxes the form to the hotel.
      - The CCA Form will then be put on file by the hotel, which they will use to charge your club during check-in.

**If the hotel doesn’t have your form…**

- Don’t panic! There are several ways to handle this situation.
- **Checking in during SORC business hours**-
  - Call the SORC Office and ask Staff to re-fax forms.
  - Give Staff your phone number to contact you with updates.
- **Checking in after SORC business hours**-
  - You can explain to the hotel that you are using the University credit card and therefore do not have it with you - and had filled out a CCA Form before you left.
  - Ask them to let you come back to Pitt and work with SORC to re-fax the CCA Form ASAP.
  - You can put down a personal credit card as collateral, but request that they not charge it yet.
  - Give them the SORC contact information to make them more comfortable.
- **Last option**-
  - You can charge the rooms to a personal card and that student can be reimbursed.
  - Make sure to get a receipt for every room!