

SORC Quick Pick

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.

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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!