

Travel By Student Organizations

Travel is costly, but can be very rewarding too!

Students orgs have an opportunity to get funds from SUFAC (see the [SUFAC](#) web pages)- usually at least 2/3 of travel costs.

Student organizations should file requests for money with SUFAC at least 5 weeks in advance of travel dates to make sure there is time to make appropriate arrangements.

Once funds are secured, please see the [Travel Authorization Form](#) in the FORMS section. It will lead you step by step through the process.

A trip leader, who must be a current UWGB student, must fully complete the Travel Authorization Form.

To do so, the trip leader will need to know:

A name for your trip (attend the XYZ Conference or participate in club sport competition, etc.).

The destination of your trip (city and state).

The date your trip begins (or leaves campus).

The date your trip ends (or arrives back on campus).

Are there registration fees involved with this trip? If so, is there a web link for paying them? You will need to be able to share that link in this form. If there is no web link, make sure to describe how the registration fee is to be paid.

What is the method(s) of travel.

Private vehicles/Enterprise vehicles/Bus/Airline?

There must be enough Authorized Drivers to accommodate all participants.

Trip leader is responsible for ensuring enough drivers are authorized.

See the Form for Driver Authorizations.

If your trip requires an overnight stay, what hotels do you prefer?

How many rooms will you need?

Who will stay in each room of the hotel?

As the trip leader, you acknowledge, consent to and agree to be responsible for your trip and its members following the [Interim Student Organization Travel Policy, March 2022](#).

Meeting the Testing Requirement:

All travelers must test negative on an antigen test for covid 1-3 days before the trip. For instance: if leaving on Friday, the antigen test must be taken on Thursday, Wednesday, or Tuesday).

It is recommended that individuals quarantine between testing and departure date.

At least four weeks before the departure date, the trip leader will supply a list of all travelers (including the trip leader if the trip leader is traveling) and their UWGB email addresses.

The trip leader will then meet with the Student Engagement Center to finalize hotel room assignments. On the Marinette, Manitowoc, and Sheboygan campuses, the trip leader will meet with the Assistant Dean of Students.

The trip leader will require each traveler to antigen test 1-3 days before departure. Travelers must share their results with the trip leader before departure.

The trip leader should explain to travelers who are not up to date with vaccinations that they should quarantine for 5 days after the trip and get an antigen test 3-5 days after the trip (see the Interim Student Organization Travel Policy).

NOTE: All who sign up are personally responsible for any funds spent that cannot be recovered, even if they do not go on the trip!

Driver Authorization Form – Anyone who is planning to drive a personal vehicle or rental vehicle must complete this form. Tell all your drivers to see the Driver Authorization Form for Student Organizations in the Student Org Web page. This form needs to be completed for anyone wishing to drive for org trips and it needs to be redone every year after September 1. If your Driver's Authorization Form has not been approved before your trip, we CANNOT reimburse you for mileage.

If you are traveling via plane, see Nina in the SEC (or the Assistant Dean of Students for the Marinette, Manitowoc or Sheboygan campus) prior to making any arrangements.

Hotel Information Form – Nina in the SEC (or the Assistant Dean of Students for the Marinette, Manitowoc or Sheboygan campus) will make any reservations your org may need after your trip has been approved. The org must fill out the Hotel name, address, phone number, arrival and checkout dates, number of rooms, and type of room requested. Special rules apply if staying at a hotel in Wisconsin. Even if the university pays for the hotel, your organization may be required to present a credit card at the hotel for incidental charges.

Event Advertising – Student orgs using SUFAC money to fund their travel must advertise in two forms of media throughout campus. Minimum information to include: event, location, dates, organization name, and contact information.

1/3 Contribution – Student orgs using SUFAC money to fund their travel must contribute at least 1/3 of the total trip cost and any costs spent above your allocated amount. Ask Nina in the SEC (or the Assistant Dean of Students for the Marinette, Manitowoc or Sheboygan campus) for more details.

Registration Fees – The university is able to pay registration fees related to travel. Bring in billing info to Nina in the SEC for the Green Bay campus. For the Marinette, Manitowoc, and Sheboygan campuses, take the info to the Assistant Dean of Students.