

## Travel

Student organizations are subject to Minnesota State Colleges and Universities Board policy/procedures 5.19.3, which requires written prior approval for all out-of state travel, including international travel.

Your organization **must** adhere to the following policies for all travel:

- Students must complete the vehicle user agreement through the St. Cloud State University Buildings and Grounds Department online at <https://www5.stcloudstate.edu/bldgsgrounds/VehicleUsage/login.aspx?ReturnUrl=/bldgsgrounds/VehicleUsage/Default.aspx>. This must be done to rent any vehicle through a St. Cloud State department or Enterprise Rent-A-Car and when using a personal vehicle for travel.
- Advisers must approve University vehicle rental.
- A roster of who is traveling, including name and student ID number, must be submitted to the adviser (and to the department or Enterprise Rent-A-Car if a rental vehicle is used.).
- Seek appropriate approval for in state, out of state or international travel as described below.

### Travel Authorization Procedures

#### ***In State Travel***

In state travel requires the verbal approval of the organization's adviser prior to travel.

#### ***Out of State Travel***

Out of state travel requires written approval of the organization's adviser prior to travel. Please follow these steps for out of state travel:

1. Complete the student organization travel authorization form, available online at <http://www.stcloudstate.edu/campusinvolvement/organizations/documents/StudentOrganizationTravelAuthorizationForm.pdf>.
2. Turn the completed form in to the organization's adviser for approval at least 10 business days prior to departure.
3. Adviser signs the form for approval and keeps it on hand.
  - a. When reimbursements for the travel are required, the out of state travel request form must be submitted along with reimbursement forms to the Business Office.
  - b. Out of state travel that was not approved will not be reimbursed.

#### ***International Travel***

International travel requires written approval of the university President prior to travel. Please follow these steps for international travel:

1. Complete the travel authorization form, available online at <http://www.stcloudstate.edu/campusinvolvement/organizations/documents/StudentOrganizationTravelAuthorizationForm.pdf>.
2. Turn the completed form in to the organization's adviser for approval at least 10 business days prior to departure.
3. Adviser signs the form for approval and ensures all appropriate people sign the form prior to departure.
  - a. When reimbursements for the travel are required, the travel authorization form must be submitted along with reimbursement forms for the Business Office.
  - b. International travel that was not approved is not allowed and will not be reimbursed.

Student organizations must not travel to countries for which a travel advisory has been issued by the United States Department of State. Check for Travel Warnings at [http://travel.state.gov/travel/cis\\_pa\\_tw/cis\\_pa\\_tw\\_1168.html](http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html).

These processes have been established to enhance your safety and that of others as well as to protect university resources. Willful failure to follow these processes could be viewed as a violation of the Student Code of Conduct.

### **Vehicle Rental**

As of July 1, 2011, St. Cloud State has contracted with Enterprise Rent-A-Car for the rental of vehicles for state travel and the procedures that need to be followed. St. Cloud State will continue to provide 12-passenger van fleet services on a limited basis. All information regarding rentals and the state contracts are on the Buildings & Grounds department website at <http://www.stcloudstate.edu/facilities/motorpool.asp>.

#### ***On Campus Van Rental***

Motor Pool/Buildings and Grounds

Available for rent: 12 passenger vans  
<http://www.stcloudstate.edu/bldgsgrounds/motorpool.asp>

Atwood Memorial Center  
Available for rent: one 12 passenger van and one 7 passenger van  
<http://www.stcloudstate.edu/atwood/reservations/vehiclereservations.asp>

Campus Recreation  
Available for rent: one 12 passenger van, one enclosed trailer and one open trailer  
<http://www.campusrec/documents/VanContract-CampusRecreation.pdf>

**Gas for On Campus Van Rentals-** On campus vehicles come with a gas card in them to pay for gas and is included in the price charged for use of the vehicle.

### **Enterprise Rent-A-Car Vehicle Rentals**

*(information below regarding Enterprise rentals is from*

<http://www.stcloudstate.edu/news/newsrelease/default.asp?pubID=3&issueID=30815&storyID=35835>)

**Enterprise Location:** 3630 W. Division Street  
St. Cloud, MN 56301

**Hours:** Monday-Friday 7:30 a.m. to 6:00 p.m.  
Saturday 9:00 a.m. to Noon

**Telephone:** (320) 240-9000

**Online reservations:** [http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=STCLOUDU](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=STCLOUDU)  
*Students should work with their adviser to determine if their purpose for travelling is considered official state business use or non-official state business use.*

You must call Enterprise or complete the online reservation to schedule your rental. You do not need a separate purchase order. All rentals are billed to one St. Cloud State account. You must have your St. Cloud State six-digit cost center number available at time of rental to be included on the rental agreement. The Facilities Management staff will use this cost center number to charge the rental to your account.

Each authorized driver must present their driver's license at the time of rental. **Only St. Cloud State employees or St. Cloud State student employees/leaders can be authorized drivers. No one other than St. Cloud State employees and St. Cloud State students may ride in an Enterprise vehicle with the authorized driver(s).** The Enterprise contract for rentals within the six state areas of MN, SD, ND, IA, WI, and IL requires drivers to be at least 18 years of age. The contract for rentals driving outside of the six state areas requires drivers to be at least 21 years of age.

If you need to have a vehicle available prior to 7:30 a.m., you may pick up the vehicle after 4:00 p.m. on the day prior to your departure for a small additional fee. Your rental time then commences as of 7:30 a.m. the next day. If you need a vehicle early on a Monday morning or late on a Sunday, you will have to pay a relatively small weekend rental fee to pick up the vehicle on Friday. **You MUST tell the Enterprise personnel that you are picking the vehicle up for an early departure so that you are not charged for a full day. If you pick the vehicle up prior to 4:00 p.m. you will be charged for an extra day.** If Enterprise asks you to pick up the vehicle prior to 4:00 pm you will then not be charged for an extra day.

You must add 18.75% sales tax to amount shown on the fee schedule listed on the website. We are not exempt from paying these taxes. Rentals can be based on limited or unlimited mileage so you should review your travel needs to make the most economical decision. Please make certain you tell Enterprise which rental option you desire at the time of rental. **Remember your rental time is for a 24 hour time period from when you pick up the vehicle (or 7:30 a.m. based on early pickup). So, be mindful of the time you return your vehicle so that you do not incur unnecessary extra hour or day charges.**

Please be aware of the size of your rental car in relation to its price. A mid-size or full-size car should be sufficient for most needs. If you have a number of employees or students traveling together a mini-van is less expensive than an SUV. If upgrades are offered, be aware that the upgrade is likely to cost you more.

Insurance is included in the state contract rental rates when travelling on official state business. Students should not purchase additional optional insurance offered through Enterprise when on official state business.

#### **Gas for Enterprise Rent-A-Car Vehicles**

You are responsible for paying the gas for rental vehicles. Prior to travel, you may reserve a gas card through Atwood Administration by contacting Marion Sell at [mrSELL@stcloudstate.edu](mailto:mrSELL@stcloudstate.edu) or 320-308-4085 so no student or adviser will be required to use their own personal money to pay for gas during the trip. Your organization will be charged for the gas purchased with the gas card after the trip, so be sure that there are funds available in the student organization account prior to travel. **Save all receipts for gas purchased with the gas card to return along with the card after travel.** If a student or adviser chooses to pay for gas while on an organization trip, **gas receipts must be kept and turned in with an employee expense form for reimbursement.** Be sure the vehicle has a full tank when you pick it up. If it does not, immediately notify Enterprise and have it documented in writing. The vehicle must be returned with a full tank or you will be charged through Enterprise to fill the tank.

**When returning your rental vehicle after Enterprise office hours, put the vehicle keys in the key drop box near the Enterprise office. If your keys are not deposited in the drop box, there is the possibility of an extra day rental charge. Also, be aware that there are only certain designated spaces for parking Enterprise vehicles as well as your vehicle. If you are uncertain of where to park, ask Enterprise employees to explain the parking regulations. St. Cloud State will offer a pick up and drop off site for Enterprise vehicles on the north end of C-Lot on the St. Cloud State campus, this area will be marked with Enterprise sign standards.**

Please ask questions whenever you are unsure of pricing or procedures. It is better to be informed prior to rental than after the invoice is received. We will post any changes to the contracts on the Facilities Management website when they occur and will notify the campus of changes through the daily email notices.

Student organizations are responsible for compliance with MnSCU travel policy and procedures, university policies, state laws, federal laws, and IRS guidelines and for accurately completing all required forms for reimbursement of authorized business travel expenses. The adviser is responsible for reviewing and approving all travel requests and expenses.

When travelling, it is recommended that your organization also:

- Use the travel planning forms offered online through the Department of Campus Involvement in advance of travel.
- Submit a list of emergency contact information for those traveling to your adviser.

Questions about travel may be directed to the Department of Campus Involvement staff at 320-308-2205, [studentorgs@stcloudstate.edu](mailto:studentorgs@stcloudstate.edu), or visit the Department of Campus Involvement Resource Desk across from Atwood Memorial Center room 139.