

Student Organization Travel Authorization System Checklist/Timeline

Four Weeks Prior to Travel

- _____ Submit travel information online via the Student Organization Travel Authorization (SOTA) system. The SOTA system will email participants regarding relevant documents and will begin the approval process with the organization's Treasurer and Advisor.
- _____ Student Driver Motor Vehicle Record Check forms, and policy and procedure information will be sent to potential drivers listed through the online SOTA System.

Use of 12- or 15-Passenger Vans or Vehicles Towing Trailers:

- _____ Check availability of drivers for the trip who have completed the [Large Passenger Van training](#). Drivers needing to complete this training must contact Transportation Services and allow enough time to register for and complete the training prior to travel. These classes are available through Transportation Services and are usually offered monthly.

Special Circumstances

All requests for exceptions to the [Student Organization Travel Policy](#) or any changes to approved travel itinerary and participant list must be submitted for approval **prior to departure**.

***Note:** The online SOTA system is currently available for registered student organizations only. Other groups must submit paper forms by contacting the Office of Risk Management, 3618 Administrative Services Building on Stange Road (515-294-7711).*

Three Weeks Prior to Travel

- _____ The Trip Coordinator should confirm receipt of appropriate travel documents with the staff of either the Office of Risk Management or Recreation Services (Sport Clubs). If necessary, the Trip Coordinator may need to meet with staff to review and evaluate the completed Student Organization Travel Authorization information.

Two Weeks Prior to Travel

- _____ Check online status.
- _____ Assumption of Risk and Waiver and Release of Liability forms and Emergency Contact and Medical Information forms must be read and accepted online by all trip participants.
- _____ Copies of Emergency Contact and Medical Information forms should be downloaded and retained by the Trip Coordinator to be taken for emergency use on trip. These documents contain confidential information and should be shredded or returned to the Office of Risk Management following the trip.

One Week Prior to Travel

- _____ Check online status.
- _____ Your organization should have received vehicle reservation confirmation (if university vehicles were requested). Transportation Services will send vehicle confirmation to the Trip Coordinator and the student organization adviser indicating the university vehicle use status.

Two days Prior to Travel

- _____ Check online status.
- _____ Verify that passenger list is correct and Waiver and Emergency Contact and Medical Information forms were completed by the passengers. If travel plans, drivers or passengers change for any reason, it is the responsibility of the Trip Coordinator to update the online SOTA system prior to travel and contact the appropriate offices (Transportation Services, Risk Management, Recreation Services, etc.) if necessary.

Day of Travel

- _____ When all required documents have been received and approved, authorized drivers may pick up keys to university vehicles at Transportation Services and/or leave for the scheduled trip.