



# Student Organization Accounts TRAVEL

- A.** Travel Forms must be turned into the SOA office two weeks in advance of each trip.
- B.** Buses may be chartered. Star of America Charter Service, Bloomington Shuttle Service, and Rural Transit accept the SOA card.
- C.** Vehicles may be rented from Enterprise with the presentation of the SOA card. IU Risk Management Policies and Procedures must be followed: <http://rmweb.indiana.edu/orm/SiteMap2.cfm>
- D.** Organizations may not utilize any 12 or 15 passenger vans private, rented or otherwise.
- E.** Only insured personal or rental vehicles may be used for Organization travel. You must provide proof of having minimum insurance coverage of \$300,000 bodily injury per accident/\$100,000 bodily injury per person; \$250,000 Medical per occurrence and \$100,000 Property damage.
- F.** Personal vehicle usage requires additional forms- Due 2weeks before date of travel.
  - a.** Vehicle Owner Acceptance of Responsibility Form
  - b.** Copy of Drivers License
  - c.** Proof of Required insurance outlined above.
  - d.** Driver's license check through the Office of Risk Management  
(See web address listed above for online submission)
- G.** No alcoholic beverages or non-prescribed controlled substances shall be present or consumed by members while traveling or participating in sponsored events.
- H.** Failure to abide by these rules and/or guidelines will subject the organization and/or individual club members to disciplinary procedures, including possible referral to the Office of Student Ethics.