

Princeton University Sport Club Travel Policies

Princeton University and the Sport Club program have created travel policies and procedures for Sport Club Students. These policies serve to

1. Help Club officers plan and execute travel as efficiently as possible
2. Ensure safe travel for all teams and participants

The Assistant Director for Sport Clubs must approve all Sport Club travel. Any event that is not held on campus at Princeton University is considered travel. Travel requests must be submitted at least 2 weeks prior to departure.

Travel is requested one of two ways:

1. [Concur](#) is an online travel management portal used for:
 - Overnight Trips outside the New York City or Philadelphia area
 - All International Trips
2. Sport Club [Travel Request Form](#) is used for:
 - Travel when teams are not staying overnight at their destination
 - Travel that is to New York City or Philadelphia regardless of length of stay
 - Complete the online Google Form to submit your request to the Sport Club office

All students who are driving a vehicle, without exception, must be [Vehicle Driver Certified](#) through Public Safety and Risk Management. This certification must be obtained before students are allowed to drive on University business. Sport Club teams should make every effort to have all eligible student members acquire Vehicle Certification through the University.

To ensure the safety of all Sport Club participants while driving Princeton University and Sport Clubs have the following policies:

1. Only students who are Vehicle Certified are authorized to drive
2. Students may not be behind the wheel driving for more than 2 hours at a time
 - After 2 hours of driving, students must switch with another Vehicle Certified driver
3. Each vehicle may not be driven for more than 10 hours per day
4. Students may not drive a vehicle larger than a 7- or 8-passenger mini-van
5. Sport Club teams should make every effort to have one driver more than the minimum necessary to reach their destination
6. Each passenger must have their own seatbelt and wear it at all times

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All travel that is outside the normal competition region or internationally:

1. Is required to be paid for through Friends Account funds
2. International travel must be requested 4 months in advance of travel
3. International Travel is subject to [University International Travel Policies](#)
4. International trips require teams travel with a University Staff administrator

Students have many travel options available to them for Sport Club travel. When completing your travel request for your trip, it is important to identify the preferred mode of transportation:

1. Coach and school bus rentals
 - Booked through the Sport Club office
 - Verified by email with each team prior to travel
 - Must book and pay for a room for the driver if staying overnight
 - Can be booked up to 6 months in advance of travel
2. Enterprise Rentals
 - Rental is charged directly to the Sport Club office
 - Students must obtain the Account and Billing Number from the Sport Club office
 - Allows Drivers 18+ to rent and drive
 - All insurance is covered by Princeton University and Enterprise
3. Enterprise CarShare vehicles
 - Sport Club-specific accounts are available to students
 - Provides insurance coverage for all travel
 - Can only be used for Sport Club travel
 - Drivers must be approved by Sport Club office
4. Ride Share companies
5. Public Transportation

Personal vehicles can be driven for Sport Club travel but are not a preferred method of transportation. Whenever possible, Enterprise rentals, Enterprise CarShare, buses, or alternative transportation should be used instead of personal vehicles:

1. It is important to understand that students driving personal vehicles must have current car insurance.
 - Princeton University does not extend insurance coverage to personal vehicles: Individuals are responsible for any and all damage or insurance claims resulting from driving a personal vehicle.
 - When driving a rental through the University and Sport Clubs, University insurance covers the rental and student driving.

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2. Vehicle Certification is required for all drivers, including driving personal vehicles.
3. Personal vehicles are only allowed to be driven 100 miles one-way from campus, on day trips.
 - No overnight travel is permitted with personal vehicles.

Any reimbursement request for travel related expenses must be submitted within 5 business days of returning in [Concur](#). For assistance submitting a reimbursement, please use the Quick Reference Guide on [How to Submit a Reimbursement Request](#)