

How to | Submit a Travel Request through Fusion Club

Campus Recreation Club Sports Program

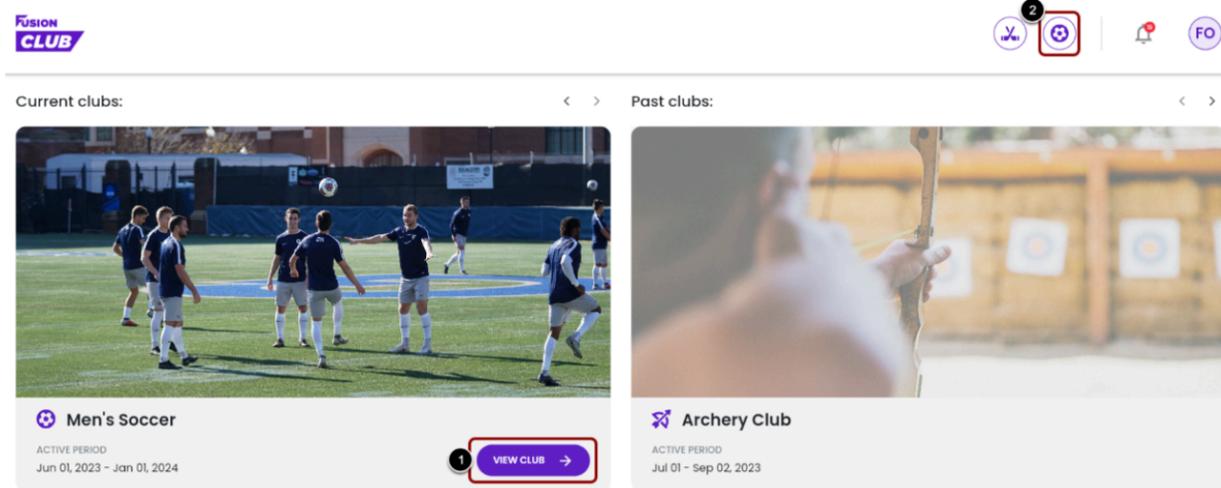
Summary

Travel Requests must be submitted **21 to 14 days prior to traveling**. Fusion Club will **not allow submissions under 14 days**. Please ensure when submitting a Travel Request that you complete all the information as accurately as possible. We need the correct information so we can book everything and make sure your team is prepared.

Steps to Submit a Travel Request

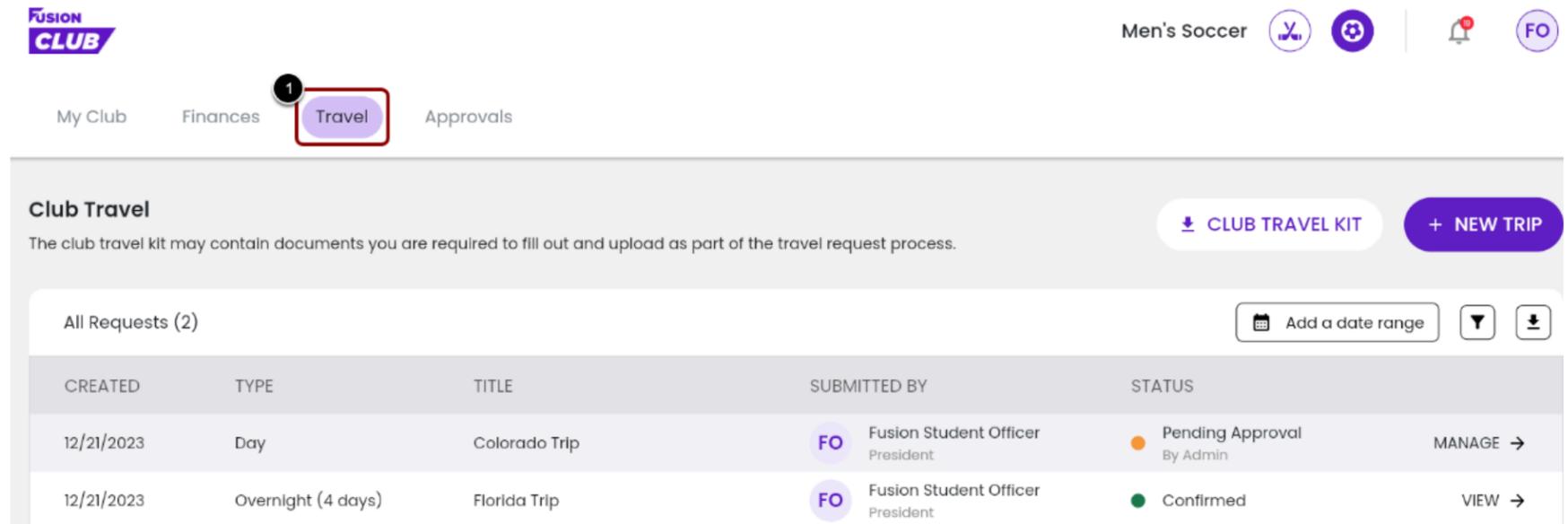
First, you'll need to navigate to the club's page. To do so:

1. Click **View Club** on the club's card in the Current club section OR
2. Click the club's icon in the top right.



To navigate to the travel request page:

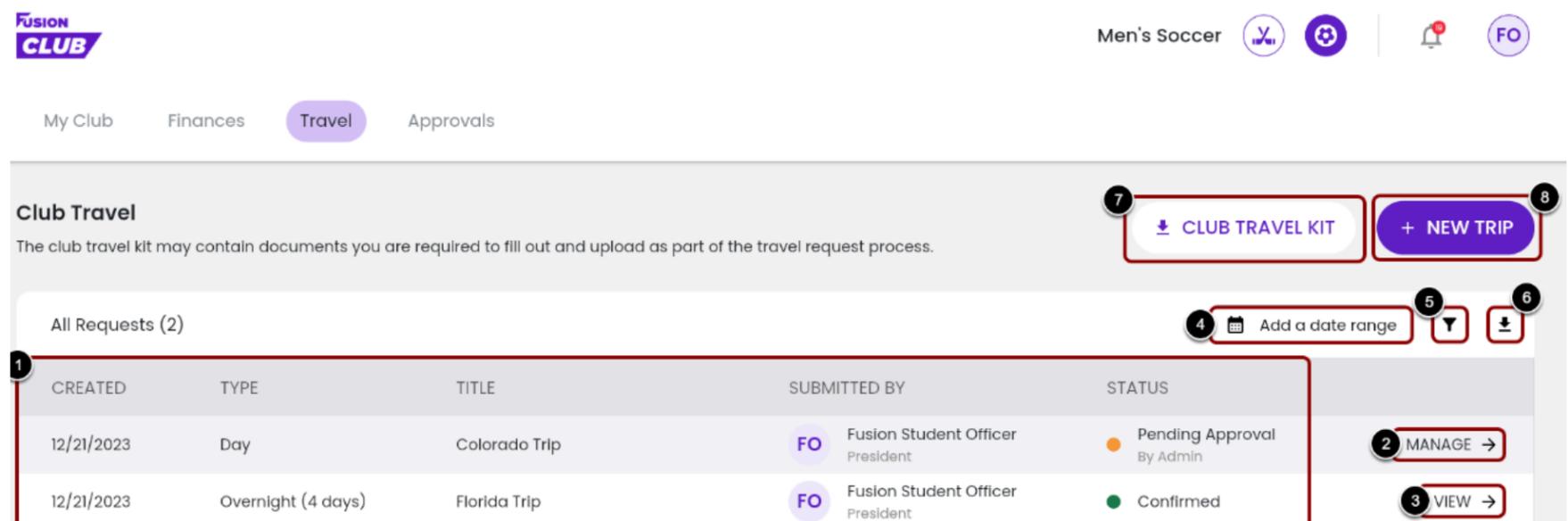
1. Click the **Travel** tab at the top.



From this page, you can:

View details of previous requests, including the creation date, type of trip, title of the trip, who submitted the request, and the status of the request.

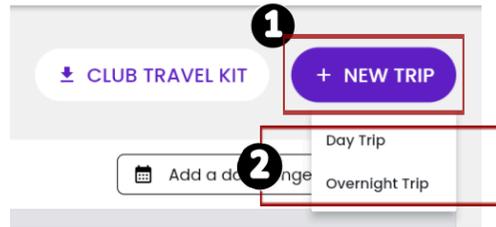
1. **Manage** any requests Pending Approval or Awaiting Confirmation. This will open the request and student officers can make any desired edits.
2. **View** any requests that were Confirmed or Rejected. Student officers can view the details, but they will not be able to make any changes.
3. **Add a date range** to filter this view by a specific time frame. Options here include yesterday, past 7 days, past 30 days, and a custom date range.
4. **Filter** this view. You can filter by type of trip (day or overnight) and trip status (pending approval, awaiting confirmation, confirmed, or rejected).
5. **Download** a .csv file of the requests.
6. **Download** the Club Travel Kit. This will include any documentation uploaded by the admin in the Travel Settings area of the Fusion Club Admin CMS.
7. Create a new trip request. This is reviewed below.



Submitting the Travel Request

From this page, you can:

1. Click on **New Trip**
2. You can pick either **Day Trip** or **Overnight Trip**



Day Trips

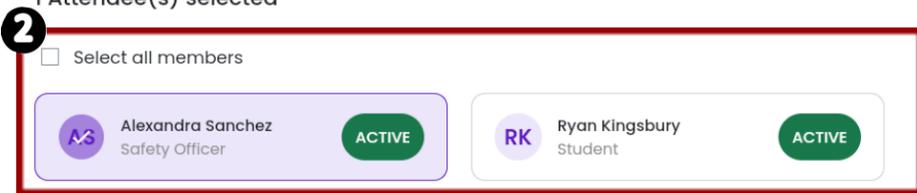
Attendees

1. All your members registered to your club will be listed.
2. Click on which members are going on the trip or click **Select all members**.
3. Once you selected who is going on the trip click **Next Step** on the bottom right corner.

< Day Trip Request - Step 1

Select attendees

1 Attendee(s) selected

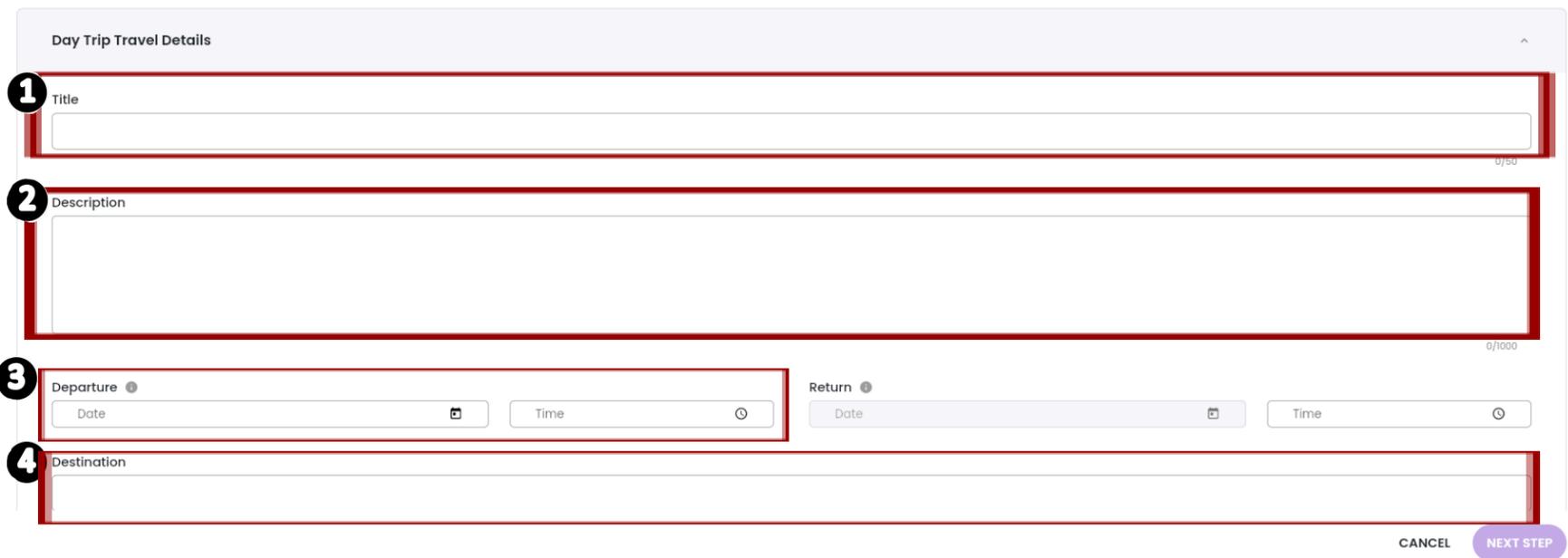


Trip Details

1. Under **Title**, put the name of team you are playing (i.e. University of Oregon)
2. Under **Description**, put whether it is a conference game or friendly.
3. The **Departure Date** will not let you put a date that is within 14 days.
4. Under **Destination**, put the name of the city the game/match/tournament will be at.

< Day Trip Request - Step 2

Add trip details



A screenshot of the 'Day Trip Travel Details' form. A red box labeled '1' highlights the 'Title' text input field. A red box labeled '2' highlights the 'Description' text area. A red box labeled '3' highlights the 'Departure' and 'Return' date and time selection fields. A red box labeled '4' highlights the 'Destination' text input field. At the bottom right, there are 'CANCEL' and 'NEXT STEP' buttons.

Transportation

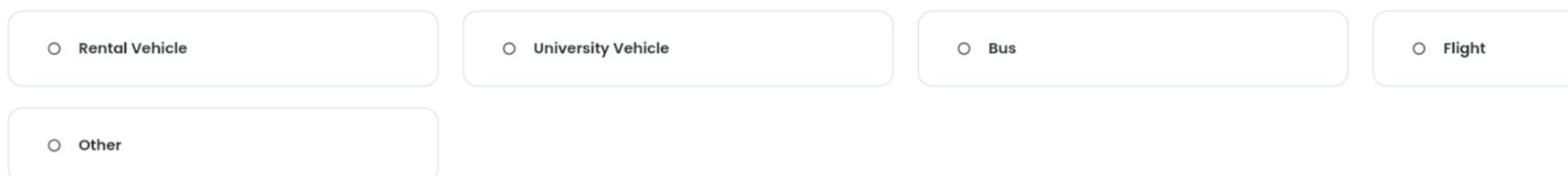
Select which transportation method your team will take

< Day Trip Request - Step 3

Add transportation



Select a transportation method:



A screenshot of the transportation selection options. There are five radio button options: 'Rental Vehicle', 'University Vehicle', 'Bus', 'Flight', and 'Other'.

Rental Vehicle:

1. Select **Rental Vehicle** as your method of transportation.
2. Select from a list of approved drivers on who will be driving the vehicle(s)
3. Under **Rental Details**, the **Rental Company** will always be **National**. Tell us how many vehicles you will need and the approximate price.

1

Rental Vehicle University Vehicle Bus Flight

Other

2

Add Drivers (1) Drivers Selected ^

Select drivers for this trip:

AS Alexandra Sanchez ACTIVE

3

Rental Details

Rental Company	Number of Vehicles	Total Approximate Price
<input type="text"/>	<input type="text"/>	<input type="text" value="\$"/>

[CANCEL](#) [NEXT STEP](#)

Review & Submit

1. Review that you have all the correct information, if everything is correct click **Submit Request**
2. A Club Sports Program Manager will be in contact with the submitter about the request

Submitted by: AS Alexandra Sanchez

Attendees: AS Alexandra Sanchez Safety Officer ACTIVE [EDIT](#)

Trip Details: [EDIT](#)

TITLE	TEST		
DESCRIPTION	TEST		
DEPARTURE	RETURN	DESTINATION	
Wed Aug 21, 2024 @ 9:25 am	Wed Aug 21, 2024 @ 9:25 am	TEST	

Attachments

Transportation: **Rental Vehicle** [EDIT](#)

Drivers: AS Alexandra Sanchez ACTIVE

Rental Details:

RENTAL COMPANY	NUMBER OF VEHICLES	TOTAL APPROXIMATE PRICE
TEST	1	\$0.01

1 [CANCEL](#) [SUBMIT REQUEST](#)

Overnight Trips

Attendees

1. All your members registered to your club will be listed.
2. Click on which members are going on the trip or click **Select all members**.
3. Once you selected who is going on the trip click **Next Step** on the bottom right corner.

FUSION CLUB Swim Club AS

My Club Finances **Travel** Approvals

< Day Trip Request - Step 1

Attendees ✓ Trip Details 2 Transportation 3 Review & Submit 4

Select attendees

1 Attendee(s) selected

Select all members

1

AS Alexandra Sanchez Safety Officer ACTIVE RK Ryan Kingsbury Student ACTIVE

2 [CANCEL](#) [NEXT STEP](#)

Trip Details

1. Under **Title**, put the name of team you are playing (i.e. University of Oregon)
2. Under **Description**, put whether it is a conference game or friendly.
3. The **Departure Date** will not let you put a date that is within 14 days.
4. Under **Destination**, put the name of the city the game/match/tournament will be at.

< Day Trip Request - Step 2

Attendees

Trip Details

Transportation

Review & Submit

Add trip details

Day Trip Travel Details

1 Title

2 Description

Departure Return

Destination

CANCEL NEXT STEP

Lodging

1. Under **Type of Lodging**, Select **Hotel, Airbnb, or Other**
2. Under **Place of Stay** add the name of the Hotel or name of Lodging Place
3. If there is a specific website that your association/league wants to stay please add the link under **Website**
4. If you select **Hotel**, add **Number of Rooms** you need us to book
5. Under **Approximate Price**, add how much you would like to spend on Lodging
6. Add any pertinent information about the stay that we should know about, add those details under **Description**
 - a. i.e. 1 room will be for a coach, double queens for rooms, needs a pull out sofa bed

< Overnight Trip Request - Step 3

Attendees

Trip Details

Lodging

Transportation

Review & Submit

Add lodging details

Lodging Details

1 Type of Lodging
Hotel

2 Place of Stay (Optional)
Holiday Inn

3 Website (Optional)

4 Number of Rooms (Optional)
5

5 Total Approximate Price (Optional)
\$100.00

6 Description (Optional)

CANCEL NEXT STEP

Transportation

Select which transportation method your team will take

< Day Trip Request - Step 3

Attendees

Trip Details

Transportation

Review & Submit

Add transportation

Select a transportation method:

Rental Vehicle

University Vehicle

Bus

Flight

Other

Rental Vehicle:

1. Select **Rental Vehicle** as your method of transportation.
2. Select from a list of approved drivers on who will be driving the vehicle(s)
3. Under **Rental Details**, the **Rental Company** will always be **National**. Tell us how many vehicles you will need and the approximate price.

1 Rental Vehicle

University Vehicle

Bus

Flight

Other

Add Drivers

(1) Drivers Selected

2 Select drivers for this trip:

Alexandra Sanchez ACTIVE

Rental Details

Rental Company

Number of Vehicles

Total Approximate Price

Flight:

1. Select **Flight** as your method of transportation.
2. Enter in the preferred flight information
 - a. Departure Airline and Airport - Boise Airport
 - b. Departure Flight Number - if you knew which flight(s) you want, please add the flight number
 - c. Return Airline and Airport - where are you flying back from
 - d. Return Flight Number - if you knew which flight(s) you want, please add the flight number
3. Add an approximate **Total Amount Price** for all the passengers for the flight
4. You will either need a Rental Vehicle or Uber/Lyft for the city you fly into. Select **Rental Vehicle** if you chose to rent a car or select **Other** for Uber/Lyft

Select a transportation method:

Rental Vehicle University Vehicle Bus Flight

Other

2 Flight Details (Optional)

Departure Airline and Airport	Departure Flight Number
Return Airline and Airport	Return Flight Number
Flight Duration	3 Total Approximate Price
	\$

+ Add another transportation method

Add another transportation method:

Rental Vehicle University Vehicle Bus Flight

Other

Review & Submit

1. Review that you have all the correct information, if everything is correct click **Submit Request**
2. A Club Sports Program Manager will be in contact with the submitter about the request

Submitted by **AS** Alexandra Sanchez

Attendees: **AS** Alexandra Sanchez, Safety Officer **ACTIVE** EDIT

Trip Details: EDIT

TITLE	TEST				
DESCRIPTION	TEST				
DEPARTURE	Wed Aug 21, 2024 @ 9:25 am	RETURN	Wed Aug 21, 2024 @ 9:25 am	DESTINATION	TEST

Attachments

Transportation: **Rental Vehicle** EDIT

Drivers: **AS** Alexandra Sanchez **ACTIVE**

Rental Details:

RENTAL COMPANY	NUMBER OF VEHICLES	TOTAL APPROXIMATE PRICE
TEST	1	\$0.01

1 CANCEL **SUBMIT REQUEST**