

TRAVEL FREQUENTLY ASKED QUESTIONS:

What if students are also traveling on the trip? Trip leader will state on the travel request form that students will be traveling. That lets Brandi know to email trip leader additional information that has to be completed.

Can I do a blanket request to cover multiple trips on different dates to the same location? Yes, you can do a blanket request form (just list the beginning and ending date).

Can I do a blanket request to cover trips for the same group to multiple sites on different dates? Yes, you can do a blanket request form if it is same group (just list the beginning and ending date and names of all travelers).

Do I need to know the exact list of travelers when requesting travel authorization? No, in some instances, you can use broader groups terminology. For example, the parasitology class will visit a site for field experience without listing all student names. The full list will be needed when completing the student travel process.

How do I reserve a vehicle from the Tarleton auto pool? You have to complete a Rental Request Form, the form is on the Texan Motor Pool website
<https://www.tarleton.edu/auxiliaryservices/transportation/indexmotorpool.html>

Do faculty need to do a trip request if only students are traveling? A travel request form has to be completed for any trip, even if students are not traveling.

If the dates for a trip change, do I need to resubmit the request? No, just email Brandi of new dates.

How often do I need to recreate my "Traveler Profile"? Once a year

How and when to create your "Traveler Profile"? You only complete a "Traveler Profile" when you are traveling with students, the profile is good for one year. When the trip leader completes the travel request form and indicates students will be also traveling Brandi will know to send the trip leader an email with the registration link (<https://tarleton.tfaforms.net/218069>).

How do I rent a vehicle through Enterprise Car Rental using the corporate pass code?

- Make reservations online at: www.enterprise.com or by directly contacting your local Enterprise office. Use the following information:
 - Corporate account number: UTS7131
 - PIN: TAR
- Enterprise will no longer deliver or pickup vehicles.
 - Employees will be responsible for picking up/returning vehicles to the appropriate Enterprise branch.
 - Stephenville Enterprise has eight dedicated parking spaces available for personal vehicles; however, it will not be responsible for theft or damage or contents of personal vehicles parked at the branch. Security cameras are in place.
 - A drop box is located by the front door of the Stephenville branch for after-hour returns.
 - Employees using other locations should coordinate returns directly with their branch.
- Direct billing to the university is not an option for rentals.