



If you have successfully transitioned out of your leadership role, please forward this email to your newly elected leaders.

Travel

Event Registration

ASSU ePay & Dues

We hope that your midterms, papers and projects are going well. As we continue to navigate the pandemic together, please be sure to take time and do things that bring you joy. Please remind those student organizations that have not re-registered in our system that they have until Monday, November 1 before we place them on [dormant status](#).

We wanted to give you a few updates on important topics.

Travel

Current restrictions for registered student organization mission-aligned travel in the name of Stanford are now permitted **within the state of California**. COVID mandates and guidelines are governed by the County you will be in. We will continue to monitor the pandemic to permit domestic travel in the coming months, with finally permitting limited international travel in the last phase of this process.

When developing and researching the way of traveling for student organizations during the pandemic we kept the following principles in mind: (1) efficiency, (2) being able to directly charge your student organization account, without having to pay out of pocket when possible, and (3) having a record of where students are traveling for accountability, and for Clery Act compliance.

For those planning on any in-state California travel on behalf of your student organization the following is **required** to be used for travel:

Rideshare/Ground Transportation: Uber

- Contingent to your organization having funding, if your student organization is utilizing rideshare/ground transportation, you are required to use Uber through our program. To sign up each member for access to this portal, please go to the [Uber registration form](#). We will use this information to upload data directly to Uber on Monday, November 1. After Monday, November 1, you can follow the directions by downloading the [Uber guide](#) to add members.
- Once enrolled, you will be directly billed to your ASSU account when using Uber on behalf of your student organization.
- **Note:** Utilize your existing Uber app to access the “Stanford Student Organization” account. Joining the “Stanford Student Organization” will automatically create an OSE/ASSU profile in-your **existing Uber account**. You can then toggle between the OSE/ASSU profile and your personal profile within the same Uber app.
- **If you already have an Uber account, please do not create a new Uber account. Accounts with your non-Stanford personal email can be linked to this program.** The OSE/ASSU profile will attach to your existing account. If you do not have an Uber account, please set one up in order to join the “Stanford Student Organizations” account. - [Create Uber account](#).
- Learn how to add and use the OSE/ASSU profile in your Uber app by following the instructions by downloading the [OSE/ASSU Uber guide](#).

Flights/Hotels: Student Universe

- Contingent to your organization having funding, if your student organization is paying for your travel, the individual or group organizer is **required** to fill out one of the forms below to book flights and/or hotel. Please fill out the form **only once** for the group per trip; not every traveler needs to fill out the form.
 - **Individual or Groups (less than 10 traveling together)** - submit an [OSE/ASSU Travel Booking Request](#) form at least **7 business days** in advance of your trip. A Student Universe representative will contact you within 24 business hours. Your group will be directly billed to your ASSU account.
 - **Groups (10 or more traveling together)** - submit the [Group OSE/ASSU booking request form](#) at least **30 business days** in advance of your trip. Your group will be directly billed to your ASSU account.
 - For travel booked **after the above deadlines**, please visit the following [website](#) to book online. You will be charged directly to your personal credit card and be reimbursed after your travel.
 - For emergency assistance while traveling, please contact the Student Universe Customer Care Center support number: **1-800-272-9676**. Any changes to travel restrictions will be communicated to all student organizations as soon as possible.

Charter Buses: Stanford Charter Services

- For all student organizations that want to book a bus you are required to use Stanford [Charter Services](#).

AirBnb

- AirBnb may be developed in a later phase of this work. For now continue using them directly and get reimbursed or complete a cash advance. Please submit a [registration form](#) for our records after you book your AirBnb for Clery Act compliance.

Car Rental/ZipCars

- Car rental/ZipCars may be developed in a later phase of this work. For now continue using them directly and get reimbursed.
- Anyone driving on behalf of Stanford must have a current, valid driver's license and proof of comprehensive automobile liability insurance.
- Student organizations are prohibited from renting or operating 15+ passenger vans. 10 or 12-passenger vans (driver included) are permitted.
- When traveling, the student organization must maintain a list of the driver's name, phone number, and occupants for each car, the general itinerary of the trip, and the name and phone number of official emergency contacts.

Waivers

- Waivers are needed when your student organization:
 - overnight stays
 - or engages in a higher risk activity (i.e. amusement parks, adventure/competitive sports, etc.).
- Waivers should be uploaded to CardinalEngage 1 day prior to the registered event.
- To access the waiver, please contact studentengagement@stanford.edu.

Event Registration

Prior to publicizing an event, please make sure that your organization has received approval from the Office of Student Engagement, you have venue confirmation, and that you have sufficient funds in your account. For more complex events, please schedule a time to meet with a member of the OSE staff to receive advising. As we continue to learn the new CardinalEngage system, we will be rolling out new features to help with the process of event planning and tools to enhance your organization.

ASSU ePay

Processing dues and other digital payments on Eventbrite? ASSU ePay can help!

[ASSU ePay](#) is the new way for VSOs to receive payments and deposits from anyone, including non-Stanford affiliates. All student organizations now have access to ASSU ePay to process dues, copays, and deposits directly onto [GrantEd](#). Student Organization members can access ASSU ePay via GrantEd under “Deposits” or at assuepay.stanford.edu using your Stanford SSO. **User materials are available on [ASSU’s website here](#).**

We will continue to communicate with you as things continue to evolve. In the meantime, please feel free to reach out to us for any feedback.