

Student Organizations Charter Bus Process
Effective 09/19/18

1. Submit Activity Planning Form
2. Complete Bus Estimate Form
 - a. **Bus Estimate Form**
 - b. Enter BOSO and your Student Org Name in the Department field
 - c. Call (765) 494-6554 for assistance, if needed.
 - d. Email form to buscharters@purdue.edu
3. Audrey Kirsch from Anthony Travel will email the quote to the Trip Contact Email address listed on the Bus Estimate Form and copy boso@purdue.edu.
 - a. Quotes will only be requested from vendors who accept that a deposit will not be paid and payment will be processed after the trip has occurred and an invoice has been received.
4. After reviewing the quote for accuracy, the Trip Contact will email the quote to boso@purdue.edu and add a comment to this effect in BoilerLink.
5. BOSO will review the Activity Planning Form, the quote, the budget for the event and the COOL account. BOSO will then forward approval (or denial) of the quote to Audrey at audreykirsch@anthonytravel.com and copy the Trip Contact. A comment will be entered in BoilerLink indicating the vendor, dollar amount quoted, and status of the quote.
6. Audrey will work with the vendor to accept/decline the quote.
7. Vendor will send confirmation of trip details and cost to Audrey.
8. Audrey will forward confirmation to the Trip Contact and copy boso@purdue.edu.
9. BOSO will update BoilerLink notating bus confirmation has been received.
10. The Trip Contact should email buscharters@purdue.edu or call (765) 494-6554 regarding trip changes or cancellation.
11. After the trip, the vendor will send the invoice to Audrey.
12. Audrey will forward the invoice to the Trip Contact.
13. The Trip Contact should forward the invoice to the Organization's President or Treasurer for payment processing. The payment request should include expense code 682 (Vendor Contract – Fed ID #). The invoice should be attached to the request.

IMPORTANT REMINDERS

- **Turnaround time is critical when securing bus reservations. Pay close attention to email and BoilerLink during this time.**
- **BOSO will NOT approve any reservation without an Activity Planning Form on file and sufficient funds in your COOL account.**
- **Questions regarding bus reservation details should be directed to buscharters@purdue.edu or (765) 494-6554.**
- **Questions regarding Event Budgets and BOSO accounts should be directed to boso@purdue.edu or (765) 494-6724.**
- **Questions regarding Activity Planning Forms should be directed to sao@purdue.edu or (765) 494-1231.**