



Quick-Reference Sheet for Trip Leaders



Contacts

We're here to help! Email us:
outdoors-officers@virginia.edu

Important Links

- Leader's Manual
 - <http://www.outdoorsatuva.org/resources/?LeadersManual>
- Special rules for climbing and caving
 - <http://www.outdoorsatuva.org/resources/?LeadingTrips>
- View past adventures or create a new one
 - <http://www.outdoorsatuva.org/members/adventure>
- Download a reimbursement form
 - <http://www.outdoorsatuva.org/pub-files/ReimbursementForm.pdf>

Benefits of Leading

- You get to choose your trip!
- Lead 4 trips (in a year) and get membership dues reimbursed
- Potential for [SNP pass](#) and [WFA certification](#) reimbursement

Gear Room

Please email the officers *before* you post your trip to make sure that gear is available. Regular gear room hours are listed here:

<http://www.outdoorsatuva.org/resources/?CheckingOutGear>

Remember that the *leader* is responsible *returning* all equipment in *good condition*.

Expenses and Reimbursements

Generally (during the semester), the club pays for:

Expense	Club covers:
Gas →	Up to \$150 per car + 30% tip to driver (max of \$10)
Lodging→	Max \$5 per person per night (indoor) Max \$10 per person per night (outdoor)
Food (service trips only) →	Max \$5 per person per day

Reimbursements:

You pay for all expenses first, and the club will reimburse you afterwards. If you want to be sure your trip expenses will be reimbursed, please email the officers *in advance* (see section 3 of the leader's manual). To be reimbursed, you must:

1. Fill out an expense report online (http://www.outdoorsatuva.org/members/expense_report).
2. Submit a *completed* reimbursement form with *all* receipts to a treasurer within 30 days of your trip. You'll get a check from the club.

Be Prepared

Before you depart, print out your reimbursement form, and print out a list of attendees, with phone numbers and responses to trip questions.

Other Notes

When you set up your first trip online, please ask the officers to approve it before you announce your adventure to the rest of the club. For other resources on leading, check out the "member resources" section of our website.