

# BUS CHARTER PROCESS

1. Student Organization submits an Activity Planning Form in BoilerLink.
2. Student Organization’s Trip Coordinator (“Coordinator”) submits the [Charter and Shuttle Bus Quote Request form](#) to request quotes from the five local vendors listed below. Be sure to identify any special needs, e.g. bathroom facilities, driver to wait on location for return trip, etc.

<b>Express Air Coach (EAC)</b>	Phone: (765) 743-3120 Email: <a href="mailto:eaccharters@expressaircoach.com">eaccharters@expressaircoach.com</a>
<b>Imperial Travel</b>	Phone: (765) 447-9321 Email: <a href="mailto:Charters_Imperial@comcast.net">Charters_Imperial@comcast.net</a>
<b>Lafayette Limo</b>	Phone: (765) 497-3828 Email: <a href="mailto:charters@lafayettelimo.com">charters@lafayettelimo.com</a>
<b>Reindeer Shuttle</b>	Phone: (765) 637-5124 Email: <a href="mailto:info@reindeershuttle.com">info@reindeershuttle.com</a>

- Preferred companies have been vetted and approved for use by Purdue Risk Management. If you would like to use a vendor that is not listed above, please anticipate that Risk Management’s review will take time and may delay the approval of the event. In addition, all vendors must accept that deposits will not be made and that payment will not be issued until after the trip has occurred and an invoice has been received.
3. Evaluate the quotes received and select one of the companies for your trip. Make a reservation with the company and request a charter agreement or confirmation, depending on the company.
    - Review the charter agreement or confirmation to confirm that all of the information (e.g., date/s, times, pick up/drop off locations, etc.) is correct.
    - The charter agreement or confirmation **cannot** be signed by student organization members.
    - Once you have confirmed your reservation with one company, you cannot attempt to negotiate a better price with another company.
  4. Email the unsigned charter agreement/confirmation to BOSO, [boso@purdue.edu](mailto:boso@purdue.edu). Add a comment to the Activity Planning Form on Boilerlink confirming that this has been done.
  5. Once the email has been received, BOSO will review the Activity Planning Form, the confirmation/agreement, the budget for the event and the COOL account. If BOSO sees no cause for concern, BOSO’s Contracts Administrator will add any necessary changes to the company’s charter agreement/confirmation and execute the agreement with the company.
  6. BOSO will update BoilerLink when the confirmation/charter agreement has been received and then again when the agreement/confirmation has been sent to the company for signature.
  7. Coordinator should notify remaining companies that they have not been selected to provide services for the trip.
  8. After the trip, the company will send the invoice to the Coordinator.
  9. The Coordinator 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. A payment request must be submitted through COOL or the invoice will not be paid.

## IMPORTANT REMINDERS

- Organizations should contact vendors several weeks in advance to allow time for quotes to be generated and to increase the likelihood of shuttle/charter bus availability.
- 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 event budgets and BOSO accounts should be directed to [boso@purdue.edu](mailto:boso@purdue.edu) or (765) 494-6724.
- Questions regarding Activity Planning Forms should be directed to [sao@purdue.edu](mailto:sao@purdue.edu) or (765) 494-1231.