

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4:018	Supersedes Policy Number: 4:018
Date: June 16, 2008	Dated: September 4, 1990
Subject: Athletic and Other Student Group Travel	Mandatory Review Date: June 16, 2013
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 4:03:03:50
Approved:  President: Signature on File	

Austin Peay State University follows the policies and procedures documented in Tennessee Board of Regents Policy 4:03:03:50 for athletic and other group travel. Please refer to that policy for details on athletic and other group travel procedures and guidelines.

That policy can be accessed at the following web site:

[http://www.tbr.edu/policies\\_guidelines/business\\_policies/4-03-03-50.htm](http://www.tbr.edu/policies_guidelines/business_policies/4-03-03-50.htm)

I. General

- A. This policy will apply to travel that is related specifically to the performance of intercollegiate athletic recruiting, athletic team travel and other group travel; travel for other purposes by athletic personnel and other groups shall be subject to the provisions of the Tennessee Board of Regents General Travel Policies and (4:03:03:00) and Austin Peay State University Policies and Procedures on Travel (4:016).
- B. This policy is intended to compliment pertinent regulations of the National Collegiate Athletic Association and the Ohio Valley Conference. In no way is this policy to be interpreted as a revision, substitute, or contravention of such regulations.

II. Athletic Recruiting

- A. Temporary or permanent travel advances may be made to employees for anticipated travel expenses.

III. Travel

- A. All team or group meals and snacks will be reimbursed at actual cost. Gratuities not to exceed reasonable and customary rates are allowed. Appropriate documentation and receipts are required.

#### IV. Other Group Travel

- A. Travel by student groups or other groups of participants in programs or activities of the institution may be reimbursed as provided in TBR Policy 4:03:03:50. Travel by student groups or other groups of participants in programs or activities of the institution may also be addressed by specific institutional guidelines which describe the approval process, discussion of possible liability issues and requirement of waivers/releases of liability by the student if appropriate. Sample waivers/releases pertaining to liability issues have been provided by the TBR Office of the General Counsel and/or the Office of the Vice President for Legal Affairs and Strategic Planning and are available in the offices of student affairs and academic affairs. A waiver/release is not appropriate for travel that is required as part of an academic program.
- B. In order to travel, student/groups under the age of eighteen (18) must be an affiliated minor(s) as defined in APSU Policy 3:032 (Minors on Campus) and must have a liability waiver signed by their parent or legal guardian.
- C. Students will be subject to enforcement of the APSU Student Code of Conduct and local, state, and federal laws at all times while traveling. The sponsor must report any disciplinary issue to the Dean of Students immediately upon return to campus.
- D. APSU assumes no responsibility for medical coverage of student travelers. It is recommended that each student, staff or faculty member have their own medical and accident insurance. Any costs not covered by insurance will be the responsibility of the traveler. Insured travelers should carry their insurance card with them on the trip.
- E. Any unapproved travel-related expense incurred by the traveler is the responsibility of the traveler. Students must be informed that the university assumes no responsibility for providing student/groups with funds in case of unanticipated delays or other incidents which may require additional expenditures.
- F. Departments, units and student organizations sponsoring organized travel outside the United States are responsible for assuring that no State Department Travel Advisory restricts travel by U.S. citizens to the destination country. Specific information on international travel safety guidelines, etc. can be obtained through the Office of the Vice President for Academic Affairs.