

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:04:03 DATE: February 10, 1986
SUPERSEDES POLICY NO.: IV:04:03 DATED: September 15, 1984
SUBJECT: Athletic Travel
APPROVED: Robert O. Riggs, President Robert O. Riggs

I. General

- A. The Athletic Travel Policy issued by Austin Peay State University is based upon the Policy on Athletic Travel established by the State Board of Regents in recognition of the unique characteristics associated with travel by athletic personnel and teams at the institutions governed by the Board.
- B. This policy will apply to travel that is related specifically to the performance of intercollegiate athletic recruiting and athletic team travel only; travel by athletic personnel for other purposes is subject to the provisions of the State Board of Regents General Travel Policies and Procedures (4:03:03:00) and Austin Peay State University Policies: Travel (IV:04:01) and Courtesy Vehicles (II:01:06).
- C. This policy is intended to complement 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. RecruitingA. Approval for Travel

Prior approval from the President is required for:

- 1. Blanket travel authorization for scouting and recruiting.
- 2. Travel of visitors and guests at institutional expense for any occasion related to recruiting.

B. Advance Travel Pay

A blanket travel advance may be made to athletics staff members who engage in frequent travel. The staff member should request the advance by submitting a written memorandum to the Athletic Director and President (or his designee) for approval.

The amount of the advance may not exceed one-half the staff member's usual monthly salary, and may be retained for one fiscal year at a time. The advance is to be repaid and the books cleared each June 15 (end of the fiscal year) and may be reinstated each July 1 until termination of employment or assignment to duties that do not involve frequent travel. Travel expense claim forms should be filled out in the usual manner, deducting the amount of the advance from the total expenses as provided on the form. Any disallowed expense will be absorbed by the staff member and will not change the amount of the outstanding advance.

C. Charging Travel Expenses

Except where provided specifically in this policy no expenses may be charged to the University or Athletic Department. No institutional charge cards will be used, but staff members may make personal charge arrangements or use a personal charge card for business expenses. Charged expenses, subject to the applicable maximums stated in this policy, should be included on the Travel Expense Claim Form BA/BS/201 for reimbursement.

Personal charges, annual fees, and interest are always the responsibility of the individual and will not be reimbursed by the University.

D. Reimbursement Rates

1. For Athletic Department Personnel

- a. Reimbursement for meals will be made in accordance with the provisions of APSU Travel Policy IV:04:01. Guest meals may be claimed at cost when incurred by a staff member in travel status for recruiting purposes. Claims for guest meals must be supported by receipts and detailed explanations.
- b. Lodging reimbursement will be made in accordance with APSU Travel Policy IV:04:01.

c. Reimbursement for automobile mileage must be based on odometer readings and will be made at the following rates:

1. For courtesy vehicles, at the rate specified in APSU Policy II:01:06, Courtesy Cars.
2. For personal vehicles when a courtesy car or motor pool vehicle is not available, 20 cents per mile. Application procedure for motor pool vehicles as stated in APSU Travel Policy IV:04:01 is required. If reimbursement at the 20 cent rate is claimed, a motor pool exemption number must be included on the Travel Expense Claim Form.
3. For travel outside the local area, any significant travel at the point of destination must be documented separately.

d. If travel is by air, the cost of airport parking, mileage to and from the airport, or taxi fares to and from the airport may be claimed. Receipts for parking must accompany reimbursement claims.

e. Business-related telephone calls may be reimbursed, but they must be documented separately and not included with lodging or other expenses. Local calls must be identified as "local business calls" if reimbursement is claimed.

2. For Student Recruits

a. Staff members are responsible for compliance with pertinent NCAA and OVC rules regarding student recruits.

b. For meals, campus dining services should be utilized and costs charged to the athletic department, subject to the approval of the Athletic Director. Only when necessary will staff members be reimbursed at cost for off-campus meals. Gratuities to a maximum of 15% are allowed. Receipts must accompany claims.

c. Lodging should be arranged in campus facilities whenever space is available. Only when campus space is not available may

arrangements be made for lodging in local hotels/motels. Hotel/motel costs may be charged to the Athletic Department, subject to the approval of the Athletic Director.

- d. Transportation may be arranged through a local travel service and charged to the Athletic Department, subject to the approval of the Athletic Director.

Automobile mileage may be reimbursed at 15 cents per mile for the use of a personal vehicle by a student recruit.

- e. Entertainment expenses may be reimbursed at cost within NCAA and OVC rules.

III. Team Travel

- A. Institution officials and guests of the University who accompany the team on trips must be approved in advance by the President.
- B. In all cases, team transportation will be arranged through established University procedures. Travel itineraries will be approved in advance. A team roster of all individuals on a particular trip must be included with the itinerary documentation for proper accounting and auditing purposes.

Documentation must be maintained in the Athletic Department indicating that various cost alternatives have been explored before making the final arrangements and reservations. In the event that the Purchasing Office handles travel arrangements, then the Purchasing Office will maintain appropriate documentation.

- C. A travel advance in the amount of 100% of the estimated trip expenses may be allowed. One person from the Athletic Department who is well versed in the travel regulations will be responsible for the advance and all bills connected with team travel.
- D. Receipts are required for all team expenses, including miscellaneous expenses, such as movies.
- E. Meals for team members and coaches will be reimbursed at cost plus a 15% maximum gratuity, and may include:
 - 1. Breakfast or brunch
 - 2. Pre-game meal

3. Post-game meal
4. Evening meal

- F. Meals for University officials, guests of the University, or other University employees who accompany the team on approved travel status will be reimbursed at the rates established in APSU Travel Policy IV:04:01.
- G. Lodging expenses per person, per day, are not to exceed the rates established in APSU Travel Policy IV:04:01.
- H. Telephone calls by staff members for business purposes may be reimbursed, but they must be documented separately and not included with lodging or other expenses.
- I. All travel claims and requisitions for team travel must be approved in writing by the head coach and athletic director for their respective sports.