

AUSTIN PEAY STATE UNIVERSITY POLICIES AND PROCEDURES MANUAL

Policy Number: 4:018	Supersedes Policy Number: 4:018
Date: September 4, 1990	Dated: August 1, 1986
Subject: Athletic and Other Group Travel	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 4:03:03:50
Approved:  ,President	

I. General

- A. The Athletic and other Group Travel Policy issued by Austin Peay State University is based upon the Policy on Athletic and Other Group Travel established by the Tennessee Board of Regents in recognition of the unique characteristics associated with travel by athletic personnel and teams and other groups 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, 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 Procedures (4:03:03:00) and Austin Peay State University Policies and Procedures on Travel (4:016) and Courtesy Vehicles (4:026).
- C. 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. Travel Advances

Temporary or permanent travel advances may be made to employees for anticipated travel expenses. Travel advances should be made consistent with the Tennessee Board of Regents General Travel Policies and Procedures (4:03:03:00) and Austin Peay State University's Travel Policies and Procedures (4:016). In addition, temporary or permanent travel advances may be made to staff members engaged in recruiting when such advances are approved by the President or designee.

B. Reimbursement Rates - Courtesy Vehicle

If a staff member has a "courtesy vehicle" on account of his or her association with the institution, the maximum rate allowed will be the rate allowed under the Tennessee Board of Regents General Travel Policies and Procedures, less seven cents per mile.

C. Approval for Travel

The following are subject to prior approval by the President or designee:

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

D. Guest Meals

The actual cost of guest meals may be claimed when incurred by a staff member for recruiting purposes. Such claims must be submitted in appropriate detail. Receipts are required.

E. Student Recruits

1. Staff members are responsible for compliance with pertinent NCAA and conference rules regarding student recruits.
2. Lodging in campus facilities should be arranged if space is available. If campus space is not available, arrangement may be made for lodging in local motels/hotels and with the approval of the Athletic Director or designee may be charged to the Athletic Department.
3. If available, the use of campus dining services should be arranged and costs may be charged to the Athletic Department. If necessary, staff members will be reimbursed at cost for off-campus meals, with reasonable and customary gratuities allowed. Receipts must accompany claims.
4. Transportation may be arranged through a local travel service and charged to the Athletic Department with the approval of the Athletic Director or designee. Automobile mileage may be reimbursed to a student recruit at the maximum rate allowed under the Tennessee Board of Regents General Travel Policies and Procedures (4:03:03:00) and Austin Peay State University's Travel Policies and Procedures (4:018) for the use of a personal vehicle.
5. Entertainment expenses may be reimbursed at cost within NCAA and conference rules.

III. Travel

- A. Institution officials and guests of the University who accompany the team or student group on trips must be approved in advance by the President or designee.

- B. In all cases, team and group transportation will be arranged through established University procedures. Travel itineraries are to be approved in advance. Documentation must be maintained in the athletic or other appropriate departments or offices indicating that various cost alternatives have been explored before making all arrangements and reservations. However, if such arrangements are made by the institution's Purchasing Office, that office should maintain the appropriate documentation.
- C. A roster of all individuals on a particular trip must be included with the itinerary documentation for proper accounting and auditing purposes and filed with the travel claim.
- D. A travel advance in the amount of 100% of the estimated trip expenses may be allowed. One person from the Athletic Department or other appropriate department or office who is well versed in the travel regulations will be responsible for the advance and all bills connected with team or group travel.
- E. Receipts are required for all team or group travel expenses, consistent with TBR Policy No. 4:03:03:00.
- F. Actual lodging expenses will be reimbursed. Documentation must be maintained in the Athletic Department or other appropriate department or office indicating that various cost alternatives have been explored before making all arrangements and reservations. However, if such arrangements are made by the institution's Purchasing Office, that office should maintain the appropriate documentation.
- G. Miscellaneous expenses, such as movies while on trips, must be supported by receipts. Telephone calls by staff members for business purposes may be claimed with documentation consistent with TBR Policy no. 4:03:03:00.
- H. Individual meals associated with team or group travel will follow the Tennessee Board of Regents General Travel Policies and Procedures(4:03:03:00).
- I. 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.
 - 1. Breakfast or brunch
 - 2. Pre-game meal
 - 3. Post-game meal
 - 4. Evening meal
- J. All travel claims and requisitions for team or group travel must be approved in writing by the appropriate approving authority.

IV. Other Group Travel

Travel by student groups or other groups of participants in programs or activities of the institution may be reimbursed under the same provisions as included in Section III above. Travel by student groups or other groups of participants in programs or activities of the institution should 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 and discussion of liability issues have been provided by the Office of the General Counsel and should be on file in the offices of student and academic affairs.

V. Exceptions

The Chancellor or his or her designee may approve exceptions to the requirements of this policy in appropriate cases.