



Category
ATHLETIC & OTHER GROUP TRAVEL – 4:03:03:50
Approval
Corresponding Policy: TBR Policies 4:03:03:00 ; 4:03:03:50
Leadership Council Approved: September 21, 2018
Effective Date/Approved: September 21, 2018
Revised: September 21, 2018; editorial updates July 1, 2016
Responsible Party: Vice President for Finance and Administration

I. PURPOSE

This policy shall apply only to travel by athletic personnel, teams, and other groups. Travel for other purposes is discussed in other Tennessee Board of Regents (TBR) and Motlow State Community College policies.

II. ATHLETIC RECRUITING

- A. Reimbursement Rates - The following reimbursement rates shall apply to athletic staff members in travel status for recruiting purposes:
 - 1. Meals will be reimbursed within the provisions of the TBR General Travel Policies and Procedures.
 - 2. Arrangements 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. Rates shall not exceed the rates established by the TBR General Travel Policies and Procedures.
 - 3. Automobile Mileage
 - a. If a staff member uses the "courtesy vehicle" provided, reimbursement will be for the actual expenditure for oil and gasoline. Receipts must accompany requests for reimbursement.
 - b. If a staff member does not have a vehicle provided, reimbursement will be at the maximum rate allowed under TBR General Travel Policies and Procedures.
- B. Approval for Travel - The following are subject to prior approval by the President or his/her designee:
 - 1. Blanket travel authorization for scouting or recruiting; and
 - 2. the travel of visitors and guests at institutional expense for any occasion relating to recruiting.
- C. Guest Meals
 - 1. The actual cost of guest meals may be claimed when incurred by a staff member in travel status for recruiting purposes but must not exceed applicable state rates.
 - 2. Such claims must be submitted in appropriate detail.
 - 3. Receipts are required.
- D. Student Recruits
 - 1. Staff members are responsible for compliance with pertinent NJCAA and conference rules regarding student recruits.

2. Arrangements may be made for lodging in local motels/hotels and, with the approval of the athletic director, may be charged to the athletic department. Rates shall not exceed the rates established by the Board of Regents' General Travel Policies and Procedures.
3. If available, the use of campus dining services should be arranged and costs may be charged to the athletic director. If necessary, staff members will be reimbursed at in accordance with the TBR General Travel Policies and Procedures Receipts must accompany claims.
4. In-state transportation may be arranged through a local travel service and charged to the athletic department with the approval of the athletic director. Automobile mileage may be reimbursed at the maximum rate allowed under the Board of Regents' General Travel Policies and Procedures for the use of a personal vehicle by a student recruit.
5. Entertainment expenses may be reimbursed at cost within NCAA, NJCAA, and Conference rules.

E. Other Travel Provisions

1. Except where provided specifically in this policy, no expenses may be charged to the institution or athletic department. No institutional charge cards will be used except for gasoline when using a state owned vehicle or a third-party provided courtesy car. Staff members may make personal charge arrangements or use a personal charge card. The staff member will seek direct reimbursement from the institution, but is responsible for payment of personal charges. Annual fees and interest charges for personal charges will not be reimbursed by the institution.
2. Mileage claims for use of personal vehicles by athletic department employees will follow procedures outlined in the Board of Regents and Motlow State Community College General Travel Policies and Procedures. Odometer readings must be provided. For travel outside the local area, in-city travel at the point of destination must be documented separately.
3. Business-related telephone calls may be reimbursed, but they must be documented separately, not included with lodging or other expenses. Local calls must be identified as "local business calls."

III. TRAVEL

- A. Institution officials and guests of the institution that accompany the team or student groups on trips must be approved in advance by the President or his/her designee. Volunteer forms are required to be completed.
- B. In all cases, team and group transportation will be arranged through established institutional procedures, and travel itineraries are to be arranged in advance. Documentation must be maintained in the athletic or other appropriate department indicating that various cost alternatives have been explored before making all arrangements and reservations. However, if such arrangements are made by the College's Business 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 who is familiar with the travel regulations will be responsible for the advance and all bills connected with team or group travel. Receipts and/or cash amounting to the advance must be submitted to the Business Office immediately upon return.
- E. Receipts are required for all team or group travel expenses consistent with [TBR Policy No. 4:03:03:00](#).
- F. Actual lodging expenses up to the maximum allowed by the travel policy 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 Business Office, that office should maintain the appropriate documentation. Exceptions to maximum allowances will require the approval of the President.

- G. Miscellaneous expenses must be supported by receipts. Telephone calls by staff members for business purposes may be claimed with detailed documentation.
- H. Individual meals associated with team travel will follow the Board of Regents General Travel Policies and Procedures.
- I. All team or group meals and snacks will be reimbursed at actual cost, not to exceed aggregate of costs for individuals, following the Board of Regents General Travel Policies and Procedures.
- 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

- A. Travel by student groups or other groups of participants in programs or activities of Motlow College may be reimbursed under the same provisions as included in Section II, I above.
- B. Travel by student groups or other groups of participants in programs or activities of Motlow should be addressed by specific institutional guidelines which describe the approval process, discussion of possible liability issues and requirement of waiver/releases of liability by the student if appropriate.
 - 1. Sample waivers/releases and a discussion of liability issues have been provided by the Office of General Counsel and should be on file in the offices of student and academic affairs.

V. EXCEPTIONS

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