Policy Number: **IA-V.(2a)**

University of Louisiana System

Title: ATHLETIC TRAVEL POLICY

Effective Date: October 27, 2022
Cancellation: April 9, 2019
Chapter: Intercollegiate Athletics

Policy and Procedures Memorandum

BACKGROUND

Travel regulations as contained in the Division of Administration (DOA) Travel PPM-49 https://www.doa.la.gov/media/jzmkgq1g/ppm49-2022-10-01-v6.pdf hereafter referred to as PPM- 49, and the Louisiana State Travel Guides apply to all departments of the university, including the Department of Intercollegiate Athletics. Specific exceptions to these regulations for the Department of Athletics are outlined as follows.

PROCEDURE

A. Authorization/Approval

1. The Athletic Director has the authority to authorize travel subject to final approval by the President or his or her designee.
2. In accordance with PPM-49, a quarterly authorization for routine administrative in-state travel for Athletic Department staff who must travel in the course of performing his or her duties may be given by the Athletic Director once each quarter and must be renewed each quarter. Team travel and other out-of-state travel must be approved by the Athletic Director and the campus President or his or her designee.

B. Team Travel

1. Authorization for Payment of Team Travel Expenses for Team Members and Individuals Accompanying Teams on Road Trips

   a. Only student athletes who are eligible and who have been officially certified by the University to compete as per the NCAA regulations may be allowed to travel.

   b. Approval of the Annual Athletic Budget shall include the approval for team travel, including practice games. The Athletic Director's approval of the Team Travel Budgets will constitute authorization for the advance purchase of team travel, as authorized and designated by the Board of Supervisors for the University of Louisiana System.

      Individual travel vouchers or requisitions submitted for team travel will require appropriate documentation in accordance with University purchasing and travel policies. Subject to this approval, the Athletic Department shall be authorized to provide transportation, lodging, and meals for team members when in travel status for road games and also for other University personnel who are members of the official University team party.

   c. The official University team party may include the following: team members, coaches, graduate assistants, student assistants, team managers, team doctors, team trainers, administrative assistants, members of the Board of Supervisors and Board staff, University President, Faculty Athletic Representative(s), two (2) members of the faculty or campus administration, the Athletic Director, Associate Athletic Director, Academic Counselor(s), photographer, Athletic Business Manager, Sports Information Director, Assistant Sports Information Directors, cinematographer, a two-person film crew, one communications person, security personnel as required, travel coordinator, sound technician, coaches, show cameramen and producer, two- (2) person radio crew, the cheerleaders/spirit groups and their sponsor, mascot, the band and band staff, and up to two (2) announcers, and a statistician.

      In addition, the Athletic Director, with approval of the President as authorized by the Board of Supervisors, may authorize team travel for other athletic personnel not listed above if he/she feels his/her services are essential to the traveling team.

   d. Whenever a University-owned bus is used to transport a team, the bus driver is considered a member of the official University team party and travel expenses are authorized for the bus driver. Travel expenses are also authorized for non-University personnel who provide security and escort for the official team party and the band. Meals may also be provided for bus drivers and security personnel traveling with the team.

Depending upon the sport, the size of the official University team party may range to 170 persons, excluding the band and band staff, cheerleaders/spirit groups, mascot, and their sponsor(s). However, it is the policy of the Athletic Department to keep the size of the team party to a minimum and only personnel whose services are essential to the traveling team are allowed to travel.

e. The Athletic Director is responsible for the use of available transportation, lodging, and meals in the most cost-effective way. When space is available on charter flights or buses, the Athletic Director is authorized to provide transportation for other invited guests to accompany the team on road trips if there is no increase in the cost of the charter or buses.

   All expenses for lodging and meals are the sole responsibility of the invited guest and not the University. On commercial flights, invited guests must pay for their own tickets and all other travel, lodging and meal costs. Invited guests should be selected from the following categories:

   1. Contributors to the university
   2. Potential contributors
   3. University employees not otherwise covered under the provisions of this policy.
   4. Selected non-University guests

   NOTE: Invited guests ARE NOT members of the official team party and SHALL BE responsible for any and all expenses incurred.

f. The Department must identify by name and above category each individual for whom transportation is provided. For charter flights, a flight manifest must be provided identifying by name and category each passenger on the charter.

g. All travel expenses to be paid for team travel must be submitted by the Athletic Department to the appropriate Business Officer via travel expense vouchers to be audited and processed. Invoices, passenger manifests, lodging records, rooming lists, meal lists, and/or other supporting documentation as are appropriate should be provided with all such travel expense vouchers.

   Any expenses for invited guests will be deducted from the travel expense account. The Athletic Department has the responsibility to recover any expenses paid on behalf of any invited guest. The Athletic Department must have such reimbursement records on file for audit review.

2. Transportation and Lodging Expenses for Team Travel

   Arrangements for charter services must be made by purchase order through the University's Purchasing Office or through the official travel agency for the State of Louisiana with prior approval of the Purchasing Officer. Chartering a privately-owned aircraft must be in accordance with the Procurement Code. Commercial airline transportation for team travel must be made by the

Athletic Travel Coordinator through the official agency for the State of Louisiana.

Team lodging and meal expenses may also be charged to the University when in travel status. This authorization to charge transportation, lodging, and meal expenses only extends to team travel, to include team members and members of the official team party for whom expenses are authorized to be paid by the University.

3. Meal Expenses for Team Travel

   The Athletic Department shall be authorized to provide all necessary team meals on an actual expense basis, not to exceed GSA per diem rates – U.S. General Services Administration Per Diem Rates https://www.gsa.gov/travel/plan-book/per-diem-rates plus 25%. Due to the irregularity of meal schedules, the DOA Travel PPM-49 daily rate will be the inclusive meal cost calculated on a daily basis. When in travel status, this will include team members and members of the official team party for whom expenses are authorized to be paid by the University. Team meals should be prearranged meals, when appropriate, with a set cost per person. The 75% limitation noted in PPM-49 for the first and last day of travel is not applicable to athletics.

   The cost of such meals may be charged directly to the University or reimbursed on travel vouchers. All meals are to be paid on an actual cost basis (subject to above PPM-49 limits) and must be documented with an itemized cash register or itemized credit card receipt and a meal list identifying all participants (the team travel roster will satisfy this requirement). The "tear type" receipts are not acceptable for this type of meals. Cash meal allowances provided directly to members of the official travel party during travel status must be supported by statements signed by the individuals receiving the funds. This statement replaces the need for receipts for cash advances as otherwise required by PPM-49.

4. Authorization of Expenses for Team Rooms

   a. The Athletic Department negotiates room rates with hotels and strives to get the lowest rate possible for team travel. Negotiated rates are typically flat rates (same rate double or single occupancy) and rarely exceed allowable state rates for double occupancy; however, there are times when the negotiated rate exceeds the allowable state rate for single occupancy.

   b. The Athletic Department shall be authorized to provide rooms for team travel on an actual expense basis when in travel status, not to exceed the per person GSA lodging rate plus 50%. This will include team members and members of the official party for whom expenses are authorized to be paid by the University. The cost of such rooms may be directly charged to the University or reimbursed on the travel expense report. If approved in advance by the President or his or her designee, the lodging rate can increase up to an additional 50%, i.e. GSA lodging rate plus 100%.

5. Team Entertainment

   a. The Athletic Director is authorized to approve reasonable expenditures for

team entertainment when in travel status for road games, to include team members and members of the official team party for whom expenses are authorized to be paid by the University. Local entertainment of team members prior to competition may be approved by the Athletic Director for reasonable entertainment expenditures on game day or the day before the game. Reimbursement cannot be made for souvenir type items.

b. In no case will more than one entertainment expense be allowed per sports event or game, unless prior approval from the President or his designee has been obtained. All expenses for team entertainment must be supported by itemized receipts and a listing identifying all participants (the official team travel roster will satisfy this requirement). Team entertainment expenditures shall not exceed the NCAA's recommendations.

6. Miscellaneous

a. Reasonable laundry expenses for cleaning team uniforms will be allowed. Such expenditures must be supported by itemized receipts or other appropriate substantiation.

b. Reasonable expenses for snacks, pre-game and post-game meals for teams in competition will be allowed and reimbursed on an actual basis, not to exceed GSA rates plus 25% when supported by itemized receipts or appropriate explanation. Pre-game and post-game meals provided as cash meal allowances will be allowed when accompanied by signed statements by the individuals receiving the funds. This statement replaces the need for receipts for cash advances as otherwise required by PPM-49. Meal allowances may not exceed GSA rates plus 25%.

C. Authorization of Expenses for Athletic Recruiting

1. Travel on the Controlled Billed Account (CBA) for recruits must have prior approval of the Athletic Director or his designee and the University's Business Office.

2. Consistent with NCAA regulations, the Department of Intercollegiate Athletics is authorized to provide transportation expenses (including prepaid transportation), lodging expenses, and meal expenses for athletic recruits and their families (not to exceed GSA rates plus 25%, or 50% for lodging). Recruits traveling by private motor vehicle to campus may be reimbursed for mileage up to the PPM-49 state mileage rate. The Department of Intercollegiate Athletics may arrange for one student each day to host each recruit while on campus and provide (consistent with NCAA regulations) entertainment expense allowances for a maximum of two days.

3. All expenses must be supported by itemized cash register or itemized credit card receipts or other appropriate documentation, and individuals involved in entertainment must be identified by title. The "tear type" receipts are not acceptable for these types of expenses.

4. Miscellaneous: All costs of newspapers, game admissions, and game programs are allowable expenses for coaches when recruiting if supported by itemized original receipts or explanation.

D. Mileage Reimbursement

Employees using "courtesy cars" furnished to the Department of Intercollegiate Athletics by automobile dealers and/or supporters may be reimbursed for official mileage not to exceed fifty percent (50%) of the mileage rate designated in PPM-49. Whenever an individual is claiming mileage reimbursement, the expense voucher will show whether the car was used as a personal car or a courtesy car. Those individuals who are provided "courtesy cars" must have prior approval from the Athletic Director before they can use their personal cars when claiming mileage reimbursement.

E. Authorization to Provide Local Housing and Meals for Team Members When Dormitories are Closed and During Emergency Situations

1. The Department of Intercollegiate Athletics shall be authorized to pay for local housing and meals for team members required to be on campus for competition and/or practice during times when dormitories are closed or when emergency situations exist. Prior approval of the Athletic Director must be obtained before such expenditures may be incurred, and evidence of such approval must be attached to the travel expense voucher processed to pay such expenses.

2. Individual cash meal allowances not to exceed GSA rates plus 25% provided to team members for local meals must be supported by statements signed by the individuals receiving the funds. This statement replaces the need for receipts for cash advances as otherwise required by PPM-49.

3. The Athletic Director is authorized to approve team meals contracted locally with restaurants in the community if the University Food Service is closed and it is necessary for the team to eat together as a group. All such meals must be documented with appropriate itemized cash register or itemized credit card receipts, as well as a listing identifying all participants. The "tear type" receipts are not acceptable for this type of meals. Cost of meals shall not exceed the GSA rates plus 25% inclusively.

F. Requests for Exceptions

Requests by the Department of Intercollegiate Athletics for exceptions to the provisions of this procedure must be submitted in advance to the President or his or her designee for their review and consideration. Payment or reimbursement for exceptions will not be made by the University unless evidence of approval by the President or his or her designee is attached to the travel expense voucher when received from the Department of Intercollegiate Athletics.

G. Post Season Games

1. For Bowl games and post season competition, the Athletic Director will develop a budget of revenues and expenses which will be forwarded to the Athletics Council for review and approval by the President. Reimbursement of expenses will be at actual cost not to exceed GSA rates plus 25% or 50% if lodging in accordance with the approved budget. If approved in advance by the President or his or her designee, the lodging rate can increase up to an additional 50%, i.e. GSA lodging rate plus 100%.
2. The official party accompanying a team to a bowl game or post season event will be consistent with that of regular season road trips. The official party accompanying other sports to post season tournaments will be consistent with that of regular season road trips; however, the Athletic Director may authorize travel for additional personnel that may be needed to service additional needs of the teams as approved by the President or his or her designee.
3. Universities may arrange travel for Bowl and NCAA post season games through the NCAA's designated travel agency when all or a portion of the costs are being paid by the NCAA.

H. Air Travel and Hazardous Materials

It is imperative that all athletic teams travel safely and in accordance with all Federal Aviation Administration ("FAA") regulations. Each institution shall designate an individual(s) who is responsible for ensuring compliance with all FAA regulations regarding the carrying of hazardous materials on aircraft. Training programs as well as any policies and procedures to ensure FAA compliance should be created and implemented prior to air travel as determined necessary and appropriate by this individual.

Policy References:
State Travel Regulations (PPM 49)

Review Process:
Vice Presidents of Business and Finance
Athletic Directors
Legal Counsel
Division of Administration

Distribution:
University Presidents
Vice Presidents of Business and Finance
Athletic Directors