

SECTION: 04 ADMINISTRATIVE  
SUBJECT: ATHLETIC TEAM TRAVEL POLICY

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### **Athletic Team Travel Policy**

**Background:** Managing athletic team travel expenses effectively is crucial for maintaining budget integrity and accountability. This policy provides clear guidelines on allowable expenses, documentation requirements, and reimbursement procedures. Financial transparency ensures resources are used responsibly and ethically.

**Point of Contact:** Controller's Office, Public Safety

**Other LC State Offices Involved:** Athletics, Office of the President

**Date of Approval by LC State Authority:** April 2025

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** New

**Summary of Major Changes:** New Policy

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### **Purpose**

This policy establishes standardized travel guidelines for athletic teams to ensure consistency, fairness, and accountability. It aims to uphold institutional values, safeguard participant well-being, and comply with applicable regulations.

### **1. Scope**

This policy applies to all student-athletes, coaches, staff, and volunteers participating in institution-sanctioned athletic travel.

### **2. Authorization of Expenses**

All travel arrangements must be approved by the Athletic Director to ensure expenses align with institutional policies, conference and NAIA regulations. NAIA post-season championship travel also requires review and approval by the Office of the President.

### **3. Travel Arrangements**

#### **A. Responsibility**

Each head coach is responsible for:

- i. Arranging transportation, lodging, and team meals.
- ii. Submitting a travel party list (coaches, student-athletes, trainers, volunteers) to the Athletic Director within 24 hours of departure.
- iii. Requesting a team travel advance at least one week before departure.
- iv. Verifying and obtaining the team travel advance.
- v. Reconciling expenses and submitting documentation to the Administrative Coordinator within 48 hours of return.

#### **B. Travel Party**

The official travel party includes team members, coaches, and trainers. The Athletic Director may authorize additional personnel (e.g., non-competing student-athletes/students, such as team

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managers, may be approved to travel on a case-by-case basis). Volunteers must complete a [Volunteer Guest Travel Waiver and Agreement](#) form and submit it within 24 hours of departure.

#### 4. Lodging and Meals

Lodging and meal expenses are authorized for commercial bus drivers and approved volunteers traveling with teams.

#### 5. Transportation

##### A. Mode of Transportation

The Head Coach selects transportation in consultation with the Athletic Director, considering:

- i. Safety
- ii. Expense
- iii. Availability
- iv. Distance
- v. Duration of travel

##### B. Types of Travel

1. **Institutional Vehicles:** Encouraged whenever feasible.
2. **Charter Buses:** Used when practical; collaborate with Purchasing to bid out charters.
3. **Commercial Airlines:** Used for long-distance travel or minimizing missed class time.
4. **Rental Cars:**
  - i. Must be pre-approved by the Athletic Director.
  - ii. Reservations should be made in advance.
  - iii. LC State's insurance covers contracted rental companies (e.g., Enterprise, Hertz). Additional insurance should be declined unless otherwise authorized.
  - iv. If contract rental vehicles are unavailable, additional coverage must be purchased or arranged through Risk Management.
  - v. Payment should be made using the LC State PCard with a detailed receipt.

##### C. Authorized Drivers

All drivers of rental and institutional vehicles must comply with [Policy #4.112 College-Owned & Rental Vehicles](#) and submit a [Vehicle Agreement/Driver's License Records Check](#) for approval by Public Safety.

#### 6. Meals

##### A. Meal Reimbursement Options

- i. Actual expenditure (team dining)
- ii. Per diem allowance

A team may mix per diem and actual expenditures. Total meal costs should not exceed the fiscal year per diem limit.

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**B. Per Diem Rates**

- i. Rates are set every fiscal year. Contact the Travel Office for updated rates annually.

**C. Documentation**

- i. Individual signatures are required for per diem amounts.
- ii. Actual meal costs must be supported by detailed receipts.
- iii. Sponsored meals must be deducted from per diem calculations.

**7. Lodging**

- i. Head coaches must secure cost-effective hotel arrangements.
- ii. Unauthorized in-room charges are the responsibility of the individual and must be settled before checkout.
- iii. Lodging payments should be made using the LC State PCard with a detailed receipt.

**8. Team Travel Advances**

**A. Request Process**

- i. Submit a requisition in the institution's ERP system at least two weeks before departure.
- ii. The requisition must include:
  - a. Employee name (usually the head coach or assistant coach).
  - b. Total requested amount.
  - c. Travel details (location, dates, number of travelers).

**B. Fund Disbursement**

- i. Funds are electronically transferred unless a paper check is requested with justification.
- ii. Funds are released 5-7 business days before departure (up to two weeks in special cases with Controller approval).
- iii. No more than two advances per team will be released without reconciliation of prior advances.
- iv. Unused cash must be returned to the LC State cashier within 48 hours of return.

**9. Financial Reporting and Reconciliation**

**A. Expense Documentation**

All travel-related expenses must be documented with original receipts and invoices, including:

- i. Vendor name
- ii. Date
- iii. Description
- iv. Amount
- v. Payment method

**B. Reporting Timeline**

- i. Submit all receipts and remaining funds to the Administrative Coordinator within 48 hours of return.

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- ii. The Administrative Coordinator will prepare a Team Travel Expense Report for the Head Coach's review and signature.
- iii. The Athletic Director must provide final approval.
- iv. The report and receipts must be submitted to the Travel Desk within ten (10) days of return.
- v. The Travel Desk verifies compliance and resolves discrepancies with the Administrative Coordinator.
- vi. Any reimbursement due to employees will be issued within seven (7) days of report submission.