4.03.03.50 Athletic and Other Student Group Travel

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Policy/Guideline Area

Business and Finance Policies

Applicable Divisions

TCATs, Community Colleges

Purpose

This policy is 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. The purpose of the policy is to address practical considerations for travel related specifically to the performance of intercollegiate athletic recruiting, athletic team travel, and other student group travel. The policy shall apply only to these functions; travel for other purposes by athletic personnel and other non-student groups shall be subject to Tennessee Board of Regents General Travel Policies and Procedures (No. 4:03:03:00) and institutional policies and guidelines. All travel will be reimbursed subject to TBR Policy No. 4:03:03:00 unless a specific exception is provided below. In addition, each institution shall comply with all pertinent regulations of the National Collegiate Athletic Association or the National Junior College Athletic Association and the athletic conference of which the institution is a member.

Each institution shall develop and enforce guidelines for athletic and other group travel consistent with the provisions of this policy. Institutional guidelines should include working procedures and be presented in such detail as to ensure thorough understanding of the provisions by all affected personnel.

Policy/Guideline

I. Athletic Recruiting

A. Travel Advances

1. Travel advances should be made consistent with the Tennessee Board of Regents General Travel Policies and Procedures.

2. 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

1. If a staff member has a "courtesy vehicle" due to their 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 the portion of the IRS business standard mileage rate treated as depreciation.

C. Approval for Travel

1. The following are subject to prior approval by the president or designee:

   a. Blanket travel authorization for scouting or recruiting; and

   b. The travel of visitors and guests at institutional expense for any occasion related to recruiting.

D. Guest Meals

1. The actual cost of guest meals may be claimed when incurred by a staff member for recruiting purposes.

2. Such claims must be submitted in appropriate detail.

3. Receipts are required.

E. 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 hotels, and, with the approval of the athletic director or designee may be charged to the athletic department.
3. Campus dining services may be arranged and costs may be charged to the athletic department. Also, staff members may 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 Board of Regents General Travel Policies and Procedures for the use of a personal vehicle.
5. Entertainment expenses may be reimbursed at cost within NCAA, NJCAA, and conference rules.

II. Travel

A. Institution officials and guests of the institution who accompany the team or student groups 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 institutional procedures, and travel itineraries are to be arranged in advance.

1. 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.

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. Travel advances in the amount of 100% of the estimated trip expenses may be allowed.

   1. One person from the athletic department or coach staff member who is familiar with 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.

   1. 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.

G. Miscellaneous expenses, such as movies while on trips, must be supported by receipts.

   1. 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 Board of Regents General Travel Policies and Procedures.

I. All team or group meals and snacks will be reimbursed at actual cost.

   1. Gratuities not to exceed reasonable and customary rates are allowed.
   2. Appropriate documentation and receipts are required.

J. All travel claims and requisitions for team or group travel must be approved in writing by the appropriate approving authority.

III. Other Group Travel

A. 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 II above.

B. 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.

1. Sample waivers/releases and a 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.
2. A waiver/release is not appropriate for travel that is required as part of an academic program.

IV. Exceptions

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

Sources

Authority

T.C.A. § 49-8-203

History

TBR Meeting March 23, 1984; TBR Meeting June 29, 1990; June 29, 2007; Revised December 11, 2014; Revised at Board Meeting March 21, 2019.

Related Polices

4.03.03.00 General Travel