

The University of Tennessee
Fiscal Policy Statement FI0705
University Travel Regulations and Procedures
As Revised Effective March 9, 2017

SUPPLEMENT NUMBER THREE

Supplement Number Three supplements the university's official travel policy and provides for certain unique travel needs of **intercollegiate athletics**.

Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement is claimed in accordance with the university's official travel policy and the provisions provided in this supplement.

1. GENERAL POLICY:

- A. Travel provisions in this Supplement apply to staff members of the university's athletic departments.
- B. The Athletic Director (AD) or their designee must approve all expense reimbursement requests submitted under the provisions of this supplement. The AD must provide a list of authorized designee(s) to their Business Officer (CBO).
- C. Athletic department staff engaged in recruiting are authorized to operate within the limits of NCAA regulations and/or appropriate athletic conference expenditure regulations. The AD may authorize the reimbursement of actual expenses incurred. The following limitations must be observed when granting such approval.
 1. Lodging: Actual expenses may be claimed for lodging.
 2. Meals: When claiming expenses for meals in excess of the meal allowances as set forth in the Official Travel Policy, an original/detailed receipt must be submitted in support of the request for reimbursement. A guest(s) must be present when claiming meal expenses in excess of the allowance.

Reimbursement for meals for the day of departure and the day of the return will be 75% of the normal reimbursement rate regardless of the time of departure or return. If one trip ends and another begins on the same day, meal deductions must be made on one of the trips and noted on both trips so that the traveler is not reimbursed more than 100% of the meal allowance for that day.

For one-day recruiting trips with no overnight stay, the meal allowance is permissible when the traveler is away from their home town for more than 12 hours. The reimbursement rate will be 75% of the Conus rate for the city that they travel to.

3. Game Receipts: If receipts for admission to games for scouting or recruiting purposes are not available, the request for reimbursement must contain a detailed list of the games, dates, and cost of each ticket.
 - D. Travel expenses for spouses of athletic department staff must be approved in advance of the travel by the campus CBO or their designee. Spouses of coaches and other members of the athletic department staff are eligible to travel to one away game each season. Such travel is to be handled in accordance with the procedures followed for team travel. A copy of the approval must be attached to the travel reimbursement.
 - E. Travel expenses for guests must be approved in advance by the campus CBO or their designee. A copy of the approval must be attached with the travel reimbursement.
 - F. Employment contract terms override the terms of this Supplement.
2. **TEAM TRAVEL** The authorization for team travel should be in the name of the staff member or coach who pays all expenses and requests reimbursement on a single expense report.
 - A. When it is necessary to distribute meal allowances to team members, coaches, and other staff members, the AD or designee will determine the amount for each meal, which may be less than the rate used to reimburse employees. The amounts, however, cannot exceed the allowances paid to employees and any deductions for group meals that are provided must correspond to the university's travel policy. To document the amount distributed, the employee responsible for distributing the meal allowance must submit a roster that contains the names and signatures, and dollar amount distributed by date/meal for each individual who received a meal allowance.

When band members, cheerleaders, and other students representing the university are considered a part of the team, the AD or designee will determine, in advance of a trip, their daily meal allowance, which will be subject to the same guidelines listed above for the team.

- B. Receipts are required to support expenses incurred for lodging, meeting rooms, pre-game and post-game meals, snacks in addition to regular meals and other incidental expenses allowed by NCAA guidelines when such expenses are deemed appropriate by the AD. Receipts are also required for other miscellaneous expenses, including, but is not limited to, baggage handling, and tips to bus drivers, police escorts.

When it is not possible to get a receipt, a copy of Attachment A or another document that contains this same information can be used to document the expenditure. The

document must be signed by the individual receiving the payment.

- C. If approved by the treasurer's office and the campus CBO, the athletic department may issue travel advances from their department instead of following the travel advance requirements of [FI0705 Travel](#)

3. ENTERTAINMENT

The AD may approve entertainment expenses by members of their professional staff up to \$1,000 per event. Payments exceeding this amount must be approved by the campus CBO or their designee.

4. MILEAGE RATE FOR COURTESY AUTOMOBILES

The Standard Mileage Rate for university employees is intended to compensate them for gasoline used plus depreciation, insurance and maintenance expenses that will be incurred as a result of using their vehicle for university business. Since employee's assigned courtesy automobiles are not incurring some of these expenses, their reimbursable mileage rate will be lower. This rate will be established by the university's chief financial officer and is currently \$.21 per mile.

5. POST-SEASON TRAVEL

The following guidelines pertain to official university travel in connection with post-season team competition by all University of Tennessee athletic teams.

- A. **Authorized University Representation.** The following groups comprise the different travel parties for post-season team competition.
 - 1. **Team Party:** This group may include only those individuals essential to the actual participation and representation in the post-season event as listed below:
 - a. **Student Athletes:** Includes all student-athletes the head coach considers necessary to conduct practices and the game. Spouses, children, and legal dependents can be included in this party and their expenses can be paid for by the university, if approved in advance based on the recommendation of the coach and approval by the AD.
 - b. **Coaching Staff:** Includes all full-time and part-time coaches. Spouses, children, and legal dependents may accompany the coaches at the university expense, if approved in advance based on the recommendation of the coach and approval by the AD.
 - c. **Essential Athletic Support Staff:** Includes all staff that the AD considers necessary to plan and execute the post-season travel. Spouses, children and legal dependents may accompany them at university expense, if approved in advance by the AD.

2. Student Support Party: This group will include only students who provide support for the team's post-season game and their unit's directors and/or sponsors as listed below:
 - a. **Band**: Includes members of the university marching band or pep band, the band director, and band support staff. Review and approval for the number authorized to travel in this group will be made by the AD and will be based on available funding and the need for a student band. Band travel may be scheduled to accommodate all mandatory post- season activities.
 - b. **Cheerleaders**: Includes students who serve as official team cheerleaders during the regular season, their official sponsors, and the team mascot and handler. Review and approval for the number of travelers in this group will be made by the AD and be based on the available funding and the need for cheerleaders at the post- season game. Cheerleaders travel may be scheduled to accommodate all mandatory post- season activities.
3. Official Party: This group will include only those University Board members, officials, and invited guests considered necessary to officially represent the university at the post-season event as listed below. These must be approved by the university department responsible for paying these expenses.
 - a. Current members of the University Board of Trustees and their spouses or one guest.
 - b. University executive officers and their spouses or one guest, as determined by the President.
 - c. Members of the campus athletics board and their spouses or one guest.
 - d. Invited guests of the President or Chancellor.
 - e. Invited guests of the AD must be approved by the applicable chief business officer.

B. Reimbursable Expenses. Reimbursable expenses of individuals attending post-season team competition will be as follows:

1. Team and Official Party Members: Transportation to and from the event, lodging, meals or meal allowances, and special event tickets as prescribed by the A D may be reimbursed. All other expenses including but not limited to child care, car rental, incidentals and other personal expenses must be paid by the traveler. Additionally, any expense for individuals that are not identified as a member of the Team or Official Party that exceeds the party member's normal lodging accommodations must be paid by the traveler.

2. Student Support Party Members: Transportation, lodging, and meals or meal allowances as prescribed by the AD may be reimbursed. All other expenses must be paid by the traveler.

C. **Travel Arrangements.** Whenever feasible, group travel arrangements should be made via an official university contract for team, student support, and official parties. Such arrangements may include but are not limited to direct billing for chartered aircraft, lodging, and special event meals.

D. **Advance Cash Allowances.** At the discretion of the university, student members of the team and student support parties may be given advance cash allowances to cover transportation costs and meals. Advance cash amounts will be based on current NCAA guidelines for participation outside of the team's regular competitive season. The AD or their designee must certify that cash advances to students comply with the above, and students must sign to acknowledge receipt of the advance.

This Supplement Number Three, effective March 9, 2017 supersedes all prior supplements.

ATTACHMENT A

**The University of Tennessee
Receipt**

This document can be used to document the distribution of tips to baggage handlers, bus drivers and escorts (highway patrol, city or county police, etc.). The individual receiving the tip must sign the document.

NAME _____

AMOUNT _____

DATE _____

PURPOSE _____

SIGNATURE _____