

The ULM Athletic Travel Policy adheres to all travel regulations in the [UL System Athletic Travel Policy](http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm) as well as the travel regulations of the Division of Administration (DOA) Travel PPM-49 (<http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>), hereafter referred to as PPM- 49. 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.

Authorization/Approval

1. The University President will give written signature authority to the Athletic Director to authorize travel subject to final approval by the University President or his designee.
2. The Athletic Director will present an overview of each sport's travel plan, associated logistics and travel budget prior to the commencement of the sport's season.
3. After presentation by the Athletic Director, the University President will review and approve the travel plan within seven (7) days.
4. In accordance with PPM-49, a quarterly authorization for routine administrative in-state travel for Department of Athletics staff who must travel in the course of performing his/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/her designee.

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 Athletics Budget shall include the approval for team travel, including practice games. The Athletic Director's and University President'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. The Team Travel Budget will be submitted to the University President for approval by June 15th of each year.

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, members of the Board of Supervisors and Board staff, University President, two (2) Faculty Athletic Representative(s), two (2) members of the faculty or campus administration, the Athletic Director, Deputy 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, show cameramen and producer, two- (2) person radio crew, the cheerleaders/spirit groups/mascot and their sponsor, the band and band staff, and up to two (2) announcers, and a statistician.

In addition, the Athletic Director, with approval of the University 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. Written justification shall accompany the request.

The Athletic Director may regularly request the Compliance Coordinator and Ticket Office Manager be included in the official team party.

- 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. This authorization is limited to a maximum of ten (10) guests per trip. Exceptions to the ten guest limit would require prior approval by the University President.

The University is not responsible for the lodging and meal costs of invited guests. Lodging and meal expenses for invited guests will be covered by the guest or through ULM Athletic Foundation funds.

Expenses covered by the ULM Athletic Foundation will be calculated in the travel expense budget and submitted for approval to the ULM Athletic Foundation prior to travel. 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 Athletics Department to the appropriate Athletics Department 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.

Expenses for invited guests will not be charged to the athletic travel expense account. Expenses for invited guests will be paid for by the guest or through ULM Athletic Foundation funds.

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.

A properly executed and signed contract will be procured prior to travel and kept in accordance with state policy.

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 Athletics Department shall be authorized to provide all necessary team meals on an actual expense basis, not to exceed PPM-49 Tier III rate 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.

Meal overages will be reimbursed by the ULM Athletic Foundation. Anticipated meal overages will be calculated in the travel expense budget and submitted to the ULM Athletic Foundation for approval prior to travel.

An invoice for actual meal overages will be submitted by the Athletics Department to the ULM Athletic Foundation for reimbursement after completion of travel. The invoice amount should not exceed the pre-approved travel expense.

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 Athletics 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 Athletics 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 PPM-49 Tier III Lodging rate plus 25%. 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.

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 University 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 lesser of NCAA's recommendations of the daily Tier III meal allowance as prescribed in PPM-49.

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 Tier III 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 state meal rates for Tier III plus 25%.

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 Athletics Department is authorized to provide transportation expenses (including prepaid transportation), lodging expenses, and meal expenses for athletic recruits and their parents (not to exceed PPM-49 Tier III rates plus 25%). Recruits traveling by private motor vehicle to campus may be reimbursed for mileage up to the PPM-49 state mileage rate. The Athletics Department 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.

Mileage Reimbursement

Employees using "courtesy cars" furnished to the Athletics Department 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.

Authorization to Provide Local Housing and Meals for Team Members When Residence Halls are Closed and During Emergency Situations

1. The Athletics Department 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 Tier III 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 Tier III daily rate plus 25% inclusively.

Requests for Exceptions

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

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 University President. Reimbursement of expenses will be at actual cost not to exceed Tier III rates plus 25% in accordance with the approved budget.
2. Meal overages will be reimbursed by the ULM Athletic Foundation. Anticipated meal overages will be calculated in the travel expense budget and submitted to the ULM Athletic Foundation for approval prior to travel. An invoice for actual meal overages will be submitted by the Athletics Department to the ULM Athletic Foundation for reimbursement after completion of travel.
3. 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 University President or his/her designee.

4. 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.

Air Travel and Hazardous Materials

It is imperative that all athletic teams travel safely and in accordance with all Federal Aviation Administration ("FAA") regulations. The University has designated the Athletics Department Director of Internal Operations as the individual who is responsible for ensuring compliance with all FAA regulations regarding the carrying of hazardous materials on aircraft associated with athletic team travel. 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.

Amendments:

This policy may be amended in writing by the University President or his/her designee at any time.

Adopted:



Authorizing Agent's Signature

Nick J. Bruno, Ph.D.

Name

President

Title



Date