

SUBJECT: Intercollegiate Athletic Travel

The following policy is established in recognition of the unique characteristics associated with travel by athletic teams and personnel. The policy shall apply to travel for intercollegiate competition and for recruitment of athletic team members. All other travel by athletic personnel shall be in conformance with general travel policy requirements.

I. Transportation

All travel must be authorized in advance by the President or his designee.

II. Travel Advances

A travel advance will not normally be made. If advances are issued, it will be to an athletic department member who is familiar with travel regulations and who will be responsible for the proper accounting of all funds advanced.

III. Receipts

Receipts are required for all travel expenses.

IV. Authorized Expenses

The following items may be claimed at actual cost for athletic team members and appropriate coaching personnel while traveling for competition purposes:

- A. Meals, including pre-game and after game meals, and up to 15% gratuity. Coaches may not claim per diem meal costs as provided in the general travel policy.
- B. Lodging
- C. Transportation costs
- D. Reasonable and appropriate entertainment costs, including soft drinks and snacks
- E. Business related telephone calls

VI. Student Athletic Recruitment

- A. All recruitment of student athletes will be governed by applicable NJCAA and conference rules. Payment of any expenses to or for a student athlete which violates these association rules is prohibited.
- B. Local hotel-motel facilities may be used and the cost of such facilities charged to the College.
- C. Meals for prospective student athletes may be arranged through the campus food service if possible, with the cost charged directly to the College. If necessary, staff members may be reimbursed for off-campus meals for themselves and prospective student athletes, with up to 15% gratuity allowed.
- D. Travel for prospective student athletes may be arranged through a local travel agency and cost charged to the College. If necessary, automobile mileage will be paid to prospective student athletes for use of their personal vehicle at the same rate established in the general travel policy.
- E. Entertainment expenses may be reimbursed at cost within NJCAA and conference limitations.

VII. Student Travel

All policies listed in General Travel (Policy No. 05:06:01) Section V are applicable.