TRAVEL: TEAMS

The Department of Athletics is committed to following all University, Southeastern Conference and NCAA rules and regulations related to transporting student-athletes to and from practice and competition sites. Since team travel represents a major expense to the Department, individuals involved in making such arrangements must strive to negotiate terms, which are in the best interest of the University. Moreover, when warranted by the size and related costs of the traveling party, transportation and lodging arrangements are to be let out for bid.

All team travel arrangements for away contests are approved by the Athletic Business Manager, the Associate Athletic Director for Compliance and the Travel Manager, as related to expenses and NCAA rules and regulations. The Travel Manager coordinates team travel arrangements for all sports teams except football, which are coordinated by the Athletic Business Manager.

In general, travel arrangements include:

1. Developing the team itinerary;
2. Completing travel authorization paperwork;
3. Arranging for transportation, lodging and team meals;
4. Obtaining team travel advances; and
5. Reporting all expenses and reconciling the cash advance with appropriate documentation upon completion of travel.

Each team's Head Coach is responsible for setting conduct standards (e.g., dress, conduct, curfews, free time activities, etc.) during trips.

Travel Requirements for Team Members

In general, all team members must travel to and from an away event with their teammates and must stay with them at assigned lodgings. However, exceptions may be made at the discretion of the Head Coach, with the approval of the Associate Athletic Director of Compliance, the Assistant Athletic Director for Student Services and the administrator who manages the sport.

If approval is granted to a team member to travel separately, the student-athlete must sign a letter of release, which is co-signed by the Head Coach and the student-athletes parent or guardian. The letter releases the Department of Athletics and the University, from any liability or risk involved in the alternate travel plans.
Student-athletes, with the prior approval to travel separately, may be reimbursed for expenses that are within NCAA rules and regulations. In lieu of providing team transportation, the University may pay the greater of the transportation cost for a student-athlete who has gone home to travel from (a) campus to event site to campus, (b) campus to home to campus, or (c) home to event site to home for practice and competition that is scheduled during an official University vacation period. The student-athlete must leave the event site within 48 hours of the conclusion of the event.

Additional information on this and other permissible student-athlete travel expenses is detailed in NCAA Bylaw 16, Permissible Awards, Benefits and Expenses for Enrolled Student-Athletes, in the NCAA Manual.

**Official Travel Party**

Prior to the travel date, an official travel party list must be approved by the administrator who manages the sport. Only persons with their names on the list may travel with the team. Only student-athletes who are eligible and who have been officially certified by the University to compete as per SEC and NCAA regulations may be allowed to travel.

The prior approval of the Athletic Council for team trips, including practice games, is required, and copies of approved schedules and any and all changes must be provided to the Athletic Business Office. Team travel expenses cannot be paid for any trip that has not received the prior approval of the Athletic Council.

For football, the official travel party may include the following: team members, coaches, graduate assistants, team managers, team doctors, team trainers, members of the Board of Supervisors, the Director of Athletics, Assistants to the Director, the Coordinator of Electronic Media, Assistant Coordinators of Electronic Media, the Director of Tiger Athletic Foundation, Assistant Directors of Tiger Athletic Foundation, the Director of Academic Center for Athletes, Academic Counselors, the Manager of Marketing and Sales, one University photographer, the cheerleaders and their sponsor, the Tiger mascot, the Athletic Business Manager, the Travel Manager, the Athletic Ticket Manager, the Assistant Ticket Manager, the Sports Information Director and Assistant Sports Information Directors, the Cinematographer, the Concessions Manager, one telephone person, a two-person film crew, and up to three (3) Tigervision announcers when the game is televised by Tigervision. In addition, the Director of Athletics may authorize team travel for other essential athletic personnel not listed above. The size of the official University travel party for football may include up to 160 persons, excluding the cheerleaders, Tiger mascot and their sponsor.
For men's and women's basketball, the official travel party may include the following: team members, coaches, an administrative assistant, graduate assistants, team managers, team trainers, team doctors, the Director of Athletics, Assistants to the Director, the Coordinator of Electronic Media, Assistant Coordinators of Electronic Media, the Director of Tiger Athletic Foundation, Assistant Directors of Tiger Athletic Foundation, the Director of Academic Center for Athletes, Academic Counselors, the Manager of Marketing and Sales, one University photographer, the cheerleaders and their sponsor, the basketball band and their sponsor, the Tiger mascot, the Athletic Business Manager, the Travel Manager, the Athletic Ticket Manager, the Assistant Ticket Manager, the Sports Information Director, Assistant Sports Information Directors, the cinematographer, and the Concessions Manager. In addition, the Director of Athletics may authorize team travel for other essential athletic personnel not listed above. The size of the official travel party for men's and women’s basketball may include up to 55 persons, excluding the band, cheerleaders, Tiger mascot and their sponsors.

For football, men's and women’s basketball, lodging, meals and transportation expenses are authorized for non-University personnel who provide security for the travel party. However, a letter of agreement regarding these services must be obtained from the appropriate law enforcement agency. Meals may also be provided for bus drivers traveling with the teams.

For all other sports, the official travel party is limited to a specific number of student-athletes, coaches, graduate assistants, trainers, managers and other individuals.

Whenever a University-owned bus is used to transport a team, the bus driver is considered a member of the official travel party and travel expenses are authorized for the bus driver.

The Director of Athletics is responsible for utilizing available transportation, lodging and meals in the most effective manner. The Director is authorized to invite official guests to accompany the teams on road trips when space is available, and provide them with transportation, lodging and meal expenses. This authorization is restricted to a maximum of ten (10) guests per trip selected from the following categories:

1. Jobbers;
2. Contributors to the Department;
3. Potential contributors;
4. University employees not otherwise noted above; and
5. Selected non-University official guests.
In addition to the ten (10) guests authorized above, the Director of Athletics may invite two (2) guests per trip from the University faculty.

Radio and television announcers are authorized to accompany the teams on road trips. However, pro rata expenses for transportation, and all expenses for actual lodging and actual meals provided for such non-University personnel must be reimbursed to the University.

The Department must identify by name and above category each individual for whom travel expenses are provided. For charter flights, the Department must provide a flight manifest identifying by name and category each passenger on the charter.

Finally, the NCAA allows the University to provide travel expenses to the spouse of a student-athlete to accompany the player to a certified postseason football game, provided the student-athlete is certified eligible to participate. The use of Departmental funds for a student-athlete's spouse is subject to the prior approval of the Director of Athletics.

**Travel Itineraries**

Travel itineraries are developed jointly by the Travel Manager and a designated coach for the sport, in compliance with NCAA rules and regulations. Each itinerary must include the following information:

1. Official travel party list;
2. Departure date and time;
3. Mode of transportation and name of carrier (e.g., airline, bus, charter company, etc.);
4. Lodging accommodations;
5. Telephone contact number at destination; and
6. Anticipated time of return to campus.

The Travel Manager finalizes and distributes copies of the itinerary to the Head Coach, the administrator who manages the sport and the Sports Information Director, who in turn may distribute the itinerary to other appropriate staff members.
**Travel Authorization**

The Request for Travel Advance form (see Appendix 405C-1), along with the official travel party list, must be submitted to the Accounting Specialist - Travel in the Athletic Business Office before a travel advance can be issued. These documents must be reviewed and approved by the Athletic Business Manager, the Associate Athletic Director for Compliance, and the Travel Manager and the administrator who manages the sport (i.e., the Associate Athletic Director or the Director of Athletics).

Subsequent to departure, changes in student-athlete travel plans must be approved by the Associate Athletics Director of Compliance or Associate Athletics Director for student services.

**Travel Accommodations**

All expenses incurred by a sport's team when traveling must be within budgetary constraints and Departmental, University, SEC and NCAA guidelines. Depending on the team size, the amount of required travel and related costs (e.g., transportation, lodging, meals), all or part of the travel accommodations may be let out for bid, as described in Policy 404, Purchasing Procedures, in this Manual.

- **Transportation**
  
  The mode of transportation for team travel is selected by the Head Coach, after consultation with the Travel Manager. When choosing transportation, the following criteria are employed:

  1. Safety;
  2. Expense;
  3. Availability;
  4. Distance; and
  5. Number of travel days.

  University vehicles (i.e., autos, vans, buses, etc.) are used whenever feasible. Otherwise, charter buses are used when distance and time allows. Commercial and/or charter airline transportation is primarily reserved for long distance travel or to minimize number of class and study days missed.

- **Meals and Lodging**

  Student-athletes may be provided with per diem meal allowance not to exceed $48.00 per day (i.e., $10.00 for breakfast, $14.00 for lunch and $24.00 for dinner) for travel out-of-state and to New Orleans, or $26.00 per day (i.e., $8.00 for breakfast, $12.00 for lunch and $18.00 for dinner) for in-state travel. The student-athletes are
required to sign for the receipt of such funds on the Meal Allowance Receipt - Team Travel form. See current rates published in the Louisiana Travel Guide for the destination you will be visiting.

Coaches may arrange for sit down meals for the team (e.g., pre-game meals) in lieu of giving a meal allowance. In order to secure the best possible rates, sit down meals must be arranged through the Travel Manager. All sit down meals must be supported by a receipt showing the name of the establishment, the total cost of the meal and the number of people served. In addition, a signed list must be submitted with the voucher identifying who ate the meal.

A combination of per diem and team sit down meals can be used as long as the daily total does not exceed the above daily limits plus 25 percent. Any expenses over the specified limits will not be reimbursed.

The Rooming List form is used to document room assignments for all individuals on the official travel party list. Specific information required includes the name of the team, city, dates of occupancy and name of the hotel, as well as the room numbers, assigned occupants, their position and the price of each room.

Student-athletes should be advised that all unapproved; in-room charges are to be their personal responsibility. Any approved miscellaneous expenses for student-athletes are to be substantiated with a valid receipt or detailed explanation and attached to the Travel Expense Voucher (see Appendix 405C-2).

Team Entertainment

The Director of Athletics is authorized to approve reasonable expenditures for team entertainment when in travel status for away games, to include team members and those individuals traveling with the team as members of the official travel 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 Director of Athletics for reasonable entertainment expenditures on game day or the day before the game.

In no case will more than one (1) entertainment expense be allowed per sports event or game, unless prior approval from the Chancellor's Office has been obtained. All expenses for team entertainment must be supported by receipts and a listing identifying all participants.

Travel Advance and Reimbursement Procedures

Once the Request for Travel Advance form is fully approved (as described above under "Travel Authorization), the Accounting Specialist - Travel processes the travel advance. If there is adequate time allotted prior to the dates of travel, the Advance Request is noted in the Advance Request Log and forwarded to the LSU Office of Accounting Services for disbursement. If there is not adequate time, the Accounting Specialist - Travel issues a check from a Petty Cash checking account.
Foreign Tours

A Coach who desires to plan a foreign tour for his/her sport must first secure the permission of the Director of Athletics, who presents the proposal to the Chancellor and the Board of Supervisors. The certification for tour approval must be retained on file by the Department of Athletics.

NCAA member institutions are limited to one international tour every four (4) years in each sport. However, the basketball team may not take a foreign tour in the same academic year (or the following summer) in which the team participates in a game in Hawaii, Alaska or Puerto Rico, or the preseason National Invitation Tournament.

Foreign tour teams should consist only of those student-athletes eligible for participation in intercollegiate play under University and NCAA eligibility requirements. Freshmen and incoming junior college transfer student-athletes are eligible, provided the international competition begins after the official starting practice date in the sport or after the first official day of classes at the University, whichever comes first.

The following conditions for participating in foreign tours and competitions must be followed:

1. The tour must be scheduled during the summer vacation period, between the spring and fall terms, or during any other vacation period published in the University's official catalog. All travel to and from the foreign country must take place during such a vacation period.

2. A team is limited to a maximum of three (3) football games, ten (10) basketball games, or five (5) contests or dates of competition in any other sport during, and as part, of the tour.

3. The team cannot compete during the tour against other American teams (i.e., colleges or other U.S. teams) other than teams composed of U.S. armed forces personnel stationed at U.S. military bases in foreign countries.

4. Not more than ten (10) days of practice are permitted prior to departure.

5. Any foreign football tour is considered the University's postseason play for that season, with the season beginning with the start of the University's fall football practice.

NCAA Bylaw, Article 17 does allow an intercollegiate athletics team to play one or more of its contests in one or more foreign countries on one trip during the prescribed playing season. However, except for contests played in Canada and Mexico or on a certified foreign tour, the University may not engage in such in-season foreign competition more than once every four years in each sport.
Transportation to Local Practice Fields

Departmental vehicles are used to transport sports teams to LSU practice fields, which are not within walking distance of the locker rooms. The Equipment Manager coordinates the transportation of members of the football team to and from the football practice field for all scheduled practices. Student-athletes who need to return to the locker room prior to the end of practice to avoid being late to class must notify the Equipment Manager in advance. Only individuals authorized by the Equipment Manager may drive Departmental vehicles to and from the practice site for these purposes.

LSU
3/2010