



**Policy & Procedure No. 5.000
Nunez Community College**

Title: Athletic Travel Policy

Effective Date: 10/31/2018

Last Revision Date:

Cancellation:

Department/Office: Business Affairs

PURPOSE

The purpose of these policy statements is to publish regulations for athletic travel on behalf of the College.

SCOPE

This internal policy and procedure applies to any operating unit, employee, or student of the College involved in travel for athletic purposes.

POLICY

Travel regulations as contained in the Division of Administration Policy and Procedures Memorandum 49, hereinafter referred to as PPM 49, the State of Louisiana Travel Guide, the College's policy on Professional Leave and Travel, apply to all departments of the College, including the Athletic Department. However, specific exceptions to these regulations for athletic travel are outlined as follows.

- A. The official travel party for away team travel may consist of the following: coaches, athletes, the Athletic Director, managers, trainers, statistician, sports information officer, faculty advisors, college administrators, or the Chancellor.
- B. The Vice Chancellor for Finance and Operations (VCFO) has been designated by the Chancellor with the authority to deem student athletes authorized for travel based on team rosters submitted at the beginning of each season.
- C. The VCFO has been designated by the Chancellor with the authority to deem student assistants and/or student coaches authorized for travel based on a supplemental list of approved travelers submitted at the beginning of each season.



Policy & Procedure No. 5.000
Nunez Community College

- D. For home games or away games in which travel does not exceed 12 hours in duration, the following special meal rates will be used:
Breakfast 6 a.m. – 9 a.m. \$8
Lunch 10 a.m. – 2 p.m. \$10
Dinner 4 p.m. – 8 p.m. \$15
- E. Coaches and other college employees required to travel with the team may be allowed meal allowances for home games or away games in which travel does not exceed 12 hours in duration at the rates stated above with prior approval from the Vice Chancellor of Business and Administrative Affairs.
- F. For away games (in state or out of state), in which the duration of travel exceeds 12 hours, coaches may choose to use the appropriate Tier for the city to which they are traveling or Tier I for meal reimbursement, as published in PPM 49. (See State of Louisiana Travel Guide.)
- G. Coaches may submit request for pre-payment of meals for student athletes, student coaches and/or student assistants as needed.
- H. For overnight stays, coaches will assign at least two (maximum of three) student athletes to each hotel room whenever possible.
- I. All required travel expense and related forms with all applicable receipts and signature sheets must be submitted to the Business office within two (2) weeks of trip completion.
- J. If unanticipated airfare is needed while the team is traveling on the road, coaches are required to use the after-hours phone number of the State-approved vendor for airfare travel. If for any reason the after-hours representative cannot assist, coaches must document attempts to follow all mandated travel regulations.
- K. For unanticipated airfare and lodging needs while the team is traveling on the road, coaches must use their Travel Card/Controlled Billed Account (CBA), which must also be used for team meals, but must not be used for individual meals. Use of the Travel Card/CBA must be in accordance with the College's Travel Card/Controlled Billed Account policy.



Policy & Procedure No. 5.000
Nunez Community College

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Business Affairs		10/31/2018
X	VCFO		10/31/2018
X	Compliance Committee		10/31/2018
X	Chancellor's Council		10/31/2018

Distribution: Hard Copy Distribution to Policy and Procedures Manual 10-31-2018
Distributed Electronically via College's Internet 1-14-2019

Chancellor's Signature/Approval

SIGNATURE: _____
Tina M. Tinney, Ed.D.
Chancellor

DATE: 10-31-2018