



*University Community (faculty, staff, and students)  
Intercollegiate Athletics*

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
TEAM, RECRUITING & ADMINISTRATIVE TRAVEL	June 10, 2011	1110.060(a)

**PROCEDURE STATEMENT (R\*)**

The Athletic Department at Florida International University operates under the University’s travel policies and procedures. In addition, this procedure specifically outlines the requirements for team, recruiting and administrative travel.

Team, recruiting and administrative travel arrangements and encumbrances must have prior and final approval by the Athletic Director, Senior Associate Athletic Director/SWA, or immediate supervisor as set forth in this procedure.

Student-athletes, coaches, athletic trainers, managers, compliance, and/or media relations personnel (when requested) will accompany teams on trips. Exceptions may be requested in writing to the Athletic Director or Senior Associate Athletic Director/SWA.

The athletic department provides means of transportation (road and air travel) to student-athletes to athletic department sponsored events. It is the athletics department’s strong recommendation and stated preference that student-athletes avail themselves to the means of transportation provided by the department. However, the athletic department understands that there are be circumstances in which the student-athletes may have to attend events using their own means of transportation. In such circumstances, the student-athletes must first obtain the permission from their coach and must sign the Athletics Transportation Release Form.

Each team's head coach is responsible for setting standards of conduct during trips (e.g., dress code, behavior, curfews, free time activities, etc.)

It is the procedure of the athletic department that each student-athlete has his/her own bed while traveling.

It is the procedure of the athletic department that injured student-athletes do not travel with the team.

Exceptions may be requested in writing to the Athletic Director or Senior Associate Athletic Director/SWA.

**Method of Transportation:**

The method of transportation used for travel for team, recruiting and administrative travel will be the most practical and economical, with due consideration given to the time involved, meals, lodging costs and the mission to be accomplished. In general,

1. Travel under 350 miles one-way, insofar as it is practical, shall be by State owned vehicle, private vehicle or rental vehicles. When the athletic department provides transportation to student-athletes via automobile, vehicle safety is of the utmost concern. Wearing seat belts is mandatory for all drivers and passengers. Use of caution and following all driver safety rules are required. Drivers must be University employees and are subject to driver’s license verification and check of prior driving history

in accordance with established University policy. Department employee if driving shall not begin a post competition trip over 60 miles after 8:00PM.

2. If the travel will be accomplished by use of a fifteen (15) passenger van, whether a University-owned or rented van, only drivers who have attended safety training on the use of these vans shall be permitted to drive.
3. Travel in excess of 350 miles one-way shall be by common airline carrier or motor coach charter bus. (Any exceptions or extenuating circumstances are subject to the review and approval of the Athletic Director or Senior Associate Athletic Director/SWA.)
4. Chartering Aircrafts:
  - a. All aircraft must meet or exceed all Federal Aviation Administration (FAA) regulations, standards and requirements for safe air transportation services.
  - b. The pilot in command shall have an Airline Transport Pilot Certificate with a multi-engine rating. A copy of the certificate must be made available upon request. All flights shall also have one co-pilot fully capable to operate the aircraft and fully licensed and certified to operate in the co-pilot capacity. The flight crew shall be capable of flying in all climate conditions and under instrument flight rules, when necessary.
  - c. The charter company shall meet all applicable FAA charter requirements for any and all flights.
  - d. The charter company shall ensure compliance with all federal, state, and local laws, rules and regulations pertaining to the ownership and operation of the aircraft, including but not limited to compliance with all applicable regulations promulgated by the FAA and/or the U.S. Department of Transportation.

#### **REASON FOR PROCEDURE (O\*)**

Each program must secure approval for team travel by submitting competition scheduling form and competition travel cost spreadsheet to the Senior Associate Athletic Director/SWA. These forms are due to the Sr. Associate Athletic Director/SWA by June 15 each academic year. Prior to securing **any** travel arrangements an in-house Travel Authorization (TA) must be obtained.

#### **Team Travel Guidelines:**

Travel expenses are paid by direct billing or cash advance for the following team travel related expenses (airfare, hotel, ground transportation, tolls, parking, entry or registration fee, team meals and gas for rental cars). Department preferred travel agency will be used for procurement of commercial airline tickets for team travel by direct billing. Department preferred bus charter companies will be used for in-state charter bus transportation. Exceptions require prior approval from the Athletic Director or Sr. Associate Athletic Director/SWA.

In order to set up direct billing for hotels and motor coach buses for team travel, the following needs to be initiated:

- Contract signed by Sr. Associate AD/COO, Sr. Associate Athletic Director/SWA or Athletic Director
- New Vendor Setup (if applicable W9 and vendor application)
- Requisition and PO
- Invoice signed by employee responsible for traveling party turned into athletics business office

-Note: When coaches book travel under existing ITN or contracts (initially designated as: TBD, Academy Coach Lines) a signed contract is in place per the ITN.

In order to secure a travel cash advance from the controller's office, the following needs to be initiated:

- An in-house TA must be completed and turned into the business office for all trips by appropriate deadline with supervisor approval and compliance approval if recruiting.

If meal cash is given to a member of the travel party in lieu of attending a team meal, travel party log/team per diem meal allowance sheet must be completed. The travel party log/team per diem meal allowance sheet must contain the following information:

- name of each individual receiving funds,
- amount paid to each individual, (in accordance with University, NCAA permissible limits including team meals)
- dates applicable,
- meals applicable: breakfast (\$6), lunch (\$11), or dinner (\$19), student-athletes must be provided three (3) meals per day while traveling for competitions, based on University time of day limits, and
- signature for each individual receiving per diem

A signature must be obtained at the time the funds change hands, not after returning from the trip. All the information above must be completed on the form prior to requesting signatures.

Upon completion of the trip along with the team travel report the following items must be turned in:

- transportation receipts,
- hotel receipts,
- a signed statement from the coach responsible for the advance of funds to the athletics business office,
- all receipts must be itemized,
- excess cash (in the form of a check),
- trip itinerary

This procedure must be completed within three (3) business days of return from the trip. No more than three (3) cash advances are allowed to be outstanding at one time. No further advances will be given until pending advances are settled.

Lost receipts and receipts that are not itemized may be the personal financial responsibility of the employee.

Only items directly related to team travel should be purchased from the advance funds. All other items must be secured through the regular University purchasing procedures.

### **Administrative and Recruiting Travel Guidelines**

Prior to securing any travel arrangements a TA must be submitted and approved by immediate supervisor and compliance if recruiting

The administrator/coach secures best price air travel arrangements through department travel agency (currently designated as Anthony Travel) once a TA is obtained. If a less expensive fare is identified directly through a carrier or travel website, the Anthony Travel fare and other written quote can be submitted to the business office for direct purchase of the less expensive option. This direct purchase will not be done without a quote from department travel agency.

Administrator/coach presents travel arrangements and if applicable meeting itinerary to athletics business office with an in-house TA. **This must be completed at least two weeks (ten business days) prior to the trip to secure best price on air travel and for timely receipt of requested cash advance.** Driving trips must be completed at least one week (five business days) prior to trip.

Upon return the administrator/coach completes Expense Report and delivers all itemized receipts to athletics business office. Coaches should use direct billing or cash advance for airline, registration fee, car rental or personal funds and obtain reimbursement for recruiting, conference or other non-team travel.

## Hotel Accommodations

The Athletics Department has established a procedure requiring that daily hotel rates should not exceed \$120 in an effort to reduce cost. If the GSA rate is less than \$120, the traveler will be reimbursed the GSA rate.

For team or individual travel, if the GSA website rate is over \$120, the traveler will be reimbursed \$120 unless prior written authorization has been obtained from the Athletic Director (or his designee, initially designated Sr. Associate Athletic Director/COO). This procedure excludes official visits.

Lodging at a higher rate than that allowed by GSA will be reimbursed with prior written authorization under special circumstances (e.g., conference being held at specific hotel, team travel when sharing a room).

Other special circumstances may be accepted only with a memo detailing the reason for the higher price which must be signed by the traveler and the supervisor if over \$120.

Lodging reimbursement is limited to single occupancy unless rental accommodations are shared by more than one authorized traveler. The most economical means should be considered.

## RELATED INFORMATION (O\*)

Travel: University Travel Expense Policy No. 1110.060.

## RESPONSIBILITIES (O)

All airport transfers and in-state travel in excess of 350 miles each way must be arranged through the contracted motor coach charter bus companies. Each coach has the authority to negotiate the best available terms for motor coach ground transportation for travel out-of-state. The day prior to the trip each coach must confirm pick-up time with the ground transportation provider.

In order to ensure that this procedure continues to represent current practices and is effective, one year after its implementation and on an annual basis thereafter, the procedure shall be evaluated by the Athletic Director or Senior Associate Athletic Director/SWA, and the University Risk Manager. All proposed revisions or changes to the procedure shall be communicated to the Senior Associate Athletic Director/SWA who shall be responsible for making the necessary changes and communicating the newly revised procedure to the athletic department staff, student-athletes and the pertinent members of the University's administration.

## RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)

Florida International University  
Division of Intercollegiate Athletics

## RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)

Division of Intercollegiate Athletics  
Modesto Maidique Campus - PA 202B  
Miami, Florida 33199  
Telephone Number (305) 348-2352

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this procedure online provides complete contact information.

## FORMS/ONLINE PROCESSES (O)

Athletics Business Office Travel Forms - Athletics "N" Drive/Athletics/Forms  
Competition Scheduling Form – Athletics "N" Drive/Athletics/Forms  
Competition Travel Cost Spreadsheet - Athletics "N" Drive/Athletics/Forms

Athletics Transportation Release Form - Athletics "N" Drive/Athletics/Forms

Link(s) to the above referenced Forms available in the "Document Details" Section of the online version of this policy document.

**R\*=Required O\*=Optional**