

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Athletic and Other Student Group Travel

EFFECTIVE DATE: December 1, 2020

Purpose

This policy is established by Southwest Tennessee Community College (“Southwest” or “the College”) to address practical considerations for travel related specifically to the performance of intercollegiate athletic recruiting, athletic team travel, and other student group travel. It shall apply only to these functions; travel for other purposes by athletic personnel and other non-student groups shall be subject to Southwest’s General Travel Policy 4:03:03:00/21. All travel will be reimbursed subject to Southwest Policy 4:03:03:00/21 unless a specific exception is provided below. In addition, Southwest will comply with all pertinent regulations of the National Collegiate Athletic Association (“NCAA”), National Junior College Athletic Association (“NJCAA”), and/or the athletic conference of which the College is a member.

Policy

I. Athletic Recruiting

A. Travel Advances

1. Travel advances should be made consistent with Southwest’s General Travel Policy 4:03:03:00/21.
2. In addition, temporary or permanent travel advances may be made to staff members engaged in recruiting when such advances are approved by the President or designee.

B. If a staff member uses a vehicle in the College’s motor pool, Southwest’s Motor Pool Policy 4:03:02:00/19 shall apply.

C. Approval for Travel

1. The following are subject to prior approval by the President or designee:
 - a. Blanket travel authorization for scouting or recruiting; and
 - b. The travel of visitors and guests at the College’s expense for any occasion related to recruiting.

D. Guest Meals

1. The actual cost of guest meals may be claimed when incurred by a staff member for recruiting purposes.
2. Such claims must be submitted in appropriate detail.
3. Receipts are required.

E. Student Recruits

1. Staff members are responsible for compliance with pertinent NJCAA and conference rules regarding student recruits.
2. Arrangements may be made for lodging in local hotels and, with the approval of the Athletic Director or designee, may be charged to the Athletic Department.
3. Campus dining services may be arranged and costs may be charged to the Athletic Department. Also, staff members may be reimbursed at cost for off-campus meals, with reasonable and customary gratuities allowed. Receipts must accompany claims.
4. Transportation may be arranged through a local travel service and charged to the Athletic Department with the approval of the Athletic Director or designee. Automobile mileage may be reimbursed to a student recruit at the maximum rate allowed under the College's General Travel Policy 4:03:03:00/21 for the use of a personal vehicle.
5. Entertainment expenses may be reimbursed at cost within NCAA, NJCAA and conference rules.

II. Travel

- A. College officials and guests of the College who accompany teams or student groups on trips must be approved in advance by the President or designee.
- B. In all cases, team and group transportation will be arranged through Southwest's established procedures, and travel itineraries are to be arranged in advance.
 1. Documentation must be maintained in the Athletic and the Purchasing Departments indicating that various cost alternatives have been explored before making all arrangements and reservations.

- C. A roster of all individuals on a particular trip must be included with the itinerary documentation for proper accounting and auditing purposes and filed with the travel claim.
 - D. Travel advances in the amount of 100% of the estimated trip expenses may be allowed.
 - 1. One person from the Athletic Department or a coach staff member who is familiar with travel regulations will be responsible for the advance and all bills connected with team or group travel.
 - E. Receipts are required for all team or group travel expenses consistent with TBR 4.03.03.00.
 - F. Actual lodging expenses will be reimbursed, if not paid in advance of travel.
 - 1. Documentation must be maintained in the Athletic Department and/or Purchasing Department indicating that various cost alternatives have been explored before making all arrangements and reservations.
 - G. Miscellaneous expenses, such as movies while on trips, must be supported by receipts.
 - 1. Telephone calls by staff members for business purposes may be claimed with documentation consistent with TBR Policy 4.03.03.00.
 - H. Individual meals associated with team or student group travel will follow the College's General Travel Policy 4:03:03:00/21.
 - I. All team or group meals and snacks will be reimbursed at actual cost.
 - 1. Gratuities, not to exceed reasonable and customary rates are allowed.
 - 2. Appropriate documentation and receipts are required.
 - J. All travel claims and requisitions for team or group travel must be approved in writing by the appropriate approving authority.
- III. Other Group Travel
- A. Travel by student groups or other groups of participants in programs or activities of the College may be reimbursed under the same provisions as included in Section II above.
 - B. Travel by student groups or other groups of participants in programs or activities of Southwest will be addressed by specific College guidelines that describe the approval

process, discussion of possible liability issues and requirement of waivers/releases of liability by the student, if appropriate.

C. Waivers/Releases of Liability

1. Sample waivers/releases and a discussion of liability issues will be on file in the Athletic Department.
2. A waiver/release is not appropriate for travel that is required as part of an academic program.

IV. Exceptions

- A. The TBR Chancellor or designee may approve exceptions to the requirements of this policy in appropriate cases.

| | |
|--|---|
| Source of Policy: _____ | Responsible Administrator: <u>VP, Finance & Admin Serv</u> |
| Related Policy: <u>Southwest 4:03:02:00/19</u> <u>Southwest 4:03:03:00/21</u> | TBR Policy Reference: <u>4.03.03.50</u> TBR Guideline Reference: _____ |
| Approved: _____ President | Date: <u>December 1, 2020</u> |