

The University of Tennessee  
 Fiscal Policy Statement FI0705  
 University Travel Regulations and Procedures  
 As Revised Effective August 1, 2011

**SUPPLEMENT NUMBER THREE**

Supplement Number Three supplements the university's official travel policy and provides for certain unique travel needs of **intercollegiate athletics**.

Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement is claimed in accordance with the university's official travel policy and the provisions provided in this supplement.

**1. GENERAL POLICY:**

- A. Travel provisions in this Supplement apply to staff members of the **Men's and Women's Athletic Departments at UT Knoxville**. Athletic staff members at UT Chattanooga and UT Martin must comply with the provisions provided in the university's official travel policy.
- B. The athletic director(s) or his/her designee must approve all expense reimbursement requests submitted under the provisions of this Supplement. The athletic director(s) must provide a list of his/her designee(s) to the Knoxville campus chief business officer (CBO) when there is a change and at the beginning of each fiscal year.
- C. Staff in the athletic departments must follow the university's official travel policy during official travel.
- D. Athletic department staff engaged in recruiting is authorized to operate within the limits of NCAA regulations or appropriate athletic conference expenditure regulations and are responsible for following those regulations. The director of athletics may authorize reimbursement of actual expenses incurred. However, the following limitations must be observed when granting such approval.
  - 1. Lodging: Actual expenses may be claimed for lodging.
  - 2. Meals: When claiming expenses for meals in excess of the meal allowances as set forth in the Official Travel Policy, an original receipt must be submitted in support of the request for reimbursement.

**Partial Meal Allowance for Day of Departure and Day of Return:** Reimbursement for meals for the day of departure and the day of return will be calculated based on the number of hours the traveler is in travel status. The values are as follows:

**Day of Departure:**

Time of Departure	Hours in Travel Status	% of Per Diem
0:00 – 5:59	18:01 – 24:00	100
6:00 – 11:59	12:01 – 18:00	75
12:00 – 17:59	6:01 – 12:00	50
18:00 – 23:59	0:01 – 6:00	25

**Day of Return:**

Time of Return	Hours in Travel Status	% of Per Diem
0:01 – 6:00	0:01 – 6:00	25
6:01 – 12:00	6:01 – 12:00	50
12:01 – 18:00	12:01 – 18:00	75
18:01 – 24:00	18:01 – 24:00	100

**Meal Allowance for One-Day Trips:** The meal allowance for athletic team travel, when no overnight travel is involved, will be in accordance with NCAA guidelines. However, the allowance cannot exceed the daily allowance for that meal. Documentation to support NCAA guidelines must accompany the request for reimbursement.

3. Gratuities (Tips): Under the provisions of Supplement Number Three, reimbursement may be claimed for gratuities in amounts not to exceed 20 percent of the charges for the expenses to which they pertain. Gratuities will not be allowable on items such as lodging, transportation, or meals for which reimbursement is claimed under the official travel policy.
  4. Game Receipts: If receipts for tickets to games for scouting or recruiting purposes are not available, the request for reimbursement must contain a detailed list of the games, dates, and cost of each ticket.
- E. Travel expenses for spouses of UT Knoxville Athletic Department staff must be approved in advance of the travel by the Knoxville campus CBO or their designee. Spouses of coaches and other members of the Athletic Department staff at UT Knoxville are authorized to travel to one out-of-town game each season. Such travel is to be handled in accordance with the procedures followed for group travel. A copy of the approval must be provided to the university treasurer.
  - F. Travel expenses, which are to be incurred by the UT Knoxville Athletic Department for travel by persons other than team members and Athletic Department staff, must be approved in advance by the Knoxville Campus CBO or their designee. A copy of the approval must be provided to the university treasurer.
  - G. Guidelines and terms contained in individual contracts will override those found in Supplement 3.

**2. TEAM TRAVEL AND GAME EXPENSES**

- A. Whenever practical, the authorization for team travel should be for the coach or staff member who pays all expenses and requests reimbursement on a single expense report.
- B. When it is necessary to distribute meal allowances to team members, coaches, and other staff members, the Athletic director will determine the amount for each meal. However, the amounts cannot exceed the allowances shown below. To document the dollar amount distributed, the coach or the employee responsible for distributing the meal allowance must complete and sign a roster that contains the name of the individuals and signature who received the meal allowance and the amount distributed to each.

Meal	In-State	Out-of-State
Breakfast	20%	20%
Lunch	30%	30%
Dinner	50%	50%

When band members, cheerleaders, and other students representing the University are considered a part of the team while traveling to regular out-of-town football games, the Director of Athletics will determine, in advance of a trip, the meal allowance applicable for each day of travel. However, the amount cannot exceed the allowances shown above.

- C. Receipts are required to support expenses incurred for lodging, meeting rooms, pre-game and post-game meals, snacks in addition to regular meals and other incidental expenses allowed by NCAA guidelines when such expenses are deemed appropriate by the Director of Athletics. Receipts are also required for other miscellaneous expenses, including, but is not limited to, newspapers, baggage handling, tips to bus drivers, escort service (highway patrol, city or county police, etc.),

When it is not possible to get a receipt a copy of Attachment A. or another document that contains this same information can be used to document the expenditure. The document must be signed by the individual receiving the payment.

### 3. **ENTERTAINMENT**

The directors of athletics at UT Knoxville are granted the authority to approve requests for the incurring of entertainment expenses by members of their professional staff up to \$500. However, payment of entertainment expenses in excess of \$500 must be approved by the Knoxville Campus CBO or their designee.

### 4. **MILEAGE RATE FOR COURTESY AUTOMOBILES**

The Standard Mileage Rate for university employees is intended to compensate them for gasoline used plus depreciation, insurance and maintenance expenses that will be incurred as a result of using their vehicle for university business. Since employee's assigned courtesy automobiles are not incurring some of these expenses, their reimbursable mileage rate will be lower. This rate will be established by the university's chief financial officer and is currently \$.21 per mile.

### 5. **POST-SEASON GAME TRAVEL**

The following guidelines pertain to official university travel in connection with post-season team competition by all University of Tennessee athletic teams.

Authorization for all athletic programs travel by the following parties must be approved in advance by the Athletic Director and the Knoxville campus CBO or their designee.

- A. **Authorized University Representation.** The following groups may be authorized to travel at university expense for post-season team competition.
1. **Team Party:** This group may include only those individuals essential to the actual participation and representation in the post-season event as listed below:
    - a. **Student Athletes:** Includes all student athletes the head coach considers necessary to conduct practices and the game subject to the approval of the athletic director. Spouses and children of eligible student athletes may accompany the student athlete at University expense, upon recommendation of the head coach and approval of the athletic director.
    - b. **Coaching Staff:** Includes all full-time and part-time coaches. Spouses and children (those claimed as dependents on the coach's last federal income tax return) may travel at university expense, upon recommendation of the head coach and approval of the athletic director.
    - c. **Essential Athletic Support Staff:** Includes the athletic director and support staff (trainers, medical staff, managers, weight training staff, equipment staff, sports information personnel, business, ticket office, and secretarial support staff) the athletic director considers necessary to plan and execute the post-season game. Spouses and children (those claimed as dependents on the employee's last federal income tax return) of essential athletic support staff may travel at university expense upon approval of the athletic director.
  2. **Student Support Party:** This group will include only students who provide support for the team's post-season game and their directors or sponsors as listed below:
    - a. **Band:** Includes members of the university marching band or pep band, the band director, and band support staff. Review and approval for the number authorized to travel in this group will be made by the athletic director and be based on available funding and the need for a student band. Band travel may be scheduled to accommodate all necessary post-season activities.

- b. **Cheerleaders:** Includes students who serve as the campus official team cheerleaders during the regular season, their official sponsors, and the team mascot and handler (if applicable). Review and approval for the number of travelers in this group will be made by the Athletic director and be based on available funding and the need for cheerleaders at the post- season game. Cheerleader travel may be scheduled to accommodate all necessary post- season activities.
  3. **Official Party:** This group will include only those university board members and officials and invited guests considered necessary to officially represent the university at the post-season event as listed below:
    - a. Current members of the university board of trustees and their spouses or one guest.
    - b. University executive officers and their spouses or one guest, as determined by the president or chancellor.
    - c. Members of the Campus Athletics Board and their spouses or one guest.
    - d. Invited guests of the president, chancellor, or athletic director.
- B. **Reimbursable Expenses.** Reimbursable expenses of individuals attending post-season team competition will be as follows:
  1. **Team and Official Party Members:** Transportation to and from the event, lodging, meals or meal allowances, and special event tickets as prescribed by the athletic director may be reimbursed. All other expenses (such as child care, car rental, and other personal expenses) must be paid by the traveler. Additionally, any expense for individuals that are not identified as a member of the official party that exceeds the board member's or employee's normal lodging accommodations must be paid by the traveler.
  2. **Student Support Party Members:** Transportation, lodging, and meals or meal allowances as prescribed by the athletic director may be reimbursed. All other expenses must be paid by the traveler.
- C. **Travel Arrangements.** Whenever feasible, group travel arrangements will be made via an official University contract for team, student support, and official parties. Such arrangements may include direct billing for chartered aircraft, lodging, and special event meals.
- D. **Advance Cash Allowances.** At the discretion of the university, student members of the team and student support parties may be given advance cash allowances to cover transportation costs and meals. Advance cash amounts will be based on current NCAA guidelines for post-season bowl participation. The athletic director must certify that cash advances to students comply with the above, and students must sign to acknowledge receipt of the advance.

This Supplement Number Three, revised January 1, 2012, supersedes all prior Supplements.

**ATTACHMENT A**  
**The University of Tennessee**  
**Receipt**

This document can be used to document the distribution of tips to baggage handlers, bus drivers, escorts (highway patrol, city or county police, etc.). The individual receiving the tip must sign the document.

**NAME** \_\_\_\_\_

**AMOUNT** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PURPOSE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_