

**INTERNAL/ DEPARTMENTAL POLICY AND PROCEDURE**

**TITLE:** Athletic Travel

**EFFECTIVE DATE:** \*May 22, 2023  
(\*Procedural Update 10/21/03; Original 7/1/15)

**CANCELLATION:** BAA-F03 (7/1/15)

**DIVISION:** BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

**CATEGORY:** Reimbursement/Travel

**RESPONSIBLE DEPARTMENT:** Controller's Office

**1. Purpose**

To publish regulations for athletic travel on behalf of the College.

**2. Scope and Applicability**

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

**3. Policy**

Travel regulations as contained in the Division of Administration [Policy and Procedures Memorandum 49](#), hereinafter referred to as PPM 49, the College's policy on [Professional Leave and Travel](#), and [Delgado's Travel Procedures](#), 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/staff advisors, college administrators, or the Chancellor.
- B. The Vice Chancellor for Business and Administrative Affairs 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 Vice Chancellor for Business and Administrative Affairs 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.
- D. For home games or away games in which travel does not exceed 12 hours in duration, the respective city's [U.S. General Services Administration Meal Rate](#) will be used with prior approval from the Vice Chancellor for Business and Administrative Affairs.
- 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 respective city's [U.S General Services Administration Meal Rate](#) with prior approval from the Vice Chancellor for 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 [U.S. General Services Administration Meal Rate](#) for the city to which they are traveling with prior approval from the Vice Chancellor for Business and Administrative Affairs.
- 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 Controller's 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 afterhours 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](#).

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*Reference:* [Delgado Policy and Procedures Memorandum, Athletic Events](#)

*Reviewed by:* Controller's Office 10/15/08  
Business and Administrative Affairs Council 10/21/08

*Approved by:* Vice Chancellor for Business and Administrative Affairs 10/21/08  
Chancellor 10/21/08  
Submitted to Division of Administration for approval 10/27/08  
Approved by Assistant Commissioner of Administration 10/30/08

*Procedural Update:*  
Vice Chancellor for Business and Administrative Affairs Effective 7/1/15  
Vice Chancellor for Business and Administrative Affairs Effective 5/22/23