
University of Louisiana System

Intercollegiate Athletics

Travel regulations as contained in the Division of Administration (DOA) Travel PPM-49 <https://www.doa.la.gov/media/jzmkqg1g/ppm49-2022-10-01-v6.pdf> hereafter referred to as PPM- 49, and the Louisiana State Travel Guides apply to all departments of the university, including the Department of Intercollegiate Athletics. Specific exceptions to these regulations for the Department of Athletics are outlined as follows.

A. Authorization/Approval

1. The Athletic Director has the authority to authorize travel subject to final approval by the President or his or her designee.
2. In accordance with PPM-49, a quarterly authorization for routine administrative in-state travel for Athletic Department staff who must travel in the course of performing his or her duties may be given by the Athletic Director once each quarter and must be renewed each quarter. Team travel and other out-of-state travel must be approved by the Athletic Director and the campus President or his or her designee.

Cancellation: April 9, 2019
Chapter:

B. Team Travel

1. Authorization for Payment of Team Travel Expenses for Team Members and
Individuals

Depending upon the sport, the size of the official University team party may range to 170 persons, excluding the band and band staff, cheerleaders/spirit groups, mascot, and their sponsor(s). However, it is the policy of the Athletic Department to keep the size of the team party to a minimum and only personnel whose services are essential to the traveling team are allowed to travel.

- e. The Athletic Director is responsible for the use of available transportation, lodging, and meals in the most cost-effective way. When space is available on charter flights or buses, the Athletic Director is authorized to provide transportation for other invited guests to accompany the team on road trips if there is no increase in the cost of the charter or buses.

All expenses for lodging and meals are the sole responsibility of the invited guest and not the University. On commercial flights, invited guests must pay for their own tickets and all other travel, lodging and meal costs. Invited guests should be selected from the following categories:

1. Contributors to the university

2. Potential contributors to the university

team entertainment when in travel status for road games, to include team members and members of the official team party for whom expenses are authorized to be paid by the University. Local entertainment of team members prior to competition may be approved by the Athletic Director for reasonable entertainment expenditures on game day or the day before the game. Reimbursement cannot be made for souvenir type items.

- b. In no case will more than one entertainment expense be allowed per sports event or game, unless prior approval from the President or his designee has been obtained. All expenses for team entertainment must be supported by itemized receipts and a listing identifying all participants (the official team travel roster will satisfy this requirement). Team entertainment expenditures shall not exceed the NCAA's recommendations.

6. Miscellaneous

- a. Reasonable laundry expenses for cleaning team uniforms will be allowed. Such expenditures must be supported by itemized receipts or other appropriate substantiation.
- b. Reasonable expenses for snacks, pre-game and post-game meals for teams in competition will be allowed and reimbursed on an actual basis, not to exceed GSA rates plus 25% when supported by itemized receipts or appropriate explanation. Pre-game and post-game meals provided as cash meal allowances will be allowed when accompanied by signed statements by the individuals receiving the funds. This statement replaces the need for receipts for cash advances as otherwise required by PPM-49. Meal allowances may not exceed GSA rates plus 25%.

C. Authorization of Expenses for Athletic Recruiting

1. Travel on the Controlled Billed Account (CBA) for recruits must have prior approval of the Athletic Director or his designee and the University's Business Office.
2. Consistent with NCAA regulations, the Department of Intercollegiate Athletics is authorized to provide transportation expenses (including prepaid transportation), lodging expenses, and meal expenses for athletic recruits and their families (not to exceed GSA rates plus 25%, or 50% for lodging). Recruits traveling by private motor vehicle to campus may be reimbursed for mileage up to the PPM-49 state mileage rate. The Department of Intercollegiate Athletics may arrange for one student each day to host each recruit while on campus and provide (consistent with NCAA regulations) entertainment expense allowances for a maximum of two days.
3. All expenses must be s

4. Miscellaneous: All costs of newspapers, game admissions, and game programs are allowable expenses for coaches when recruiting if supported by itemized original receipts or explanation.

D. Mileage Reimbursement

Employees using “courtesy cars” furnished to the Department of Intercollegiate Athletics by automobile dealers and/or supporters may be reimbursed for official mileage not to exceed fifty percent (50%) of the mileage rate designated in PPM-49. Whenever an individual is claiming mileage reimbursement, the expense voucher will show whether the car was used as a personal car or a courtesy car. Those individuals who are provided “courtesy cars” must have prior approval from the Athletic Director before they can use their personal cars when claiming mileage reimbursement.

E. Authorization to Provide Local Housing and Meals for Team Members When Dormitories are Closed and During Emergency Situations

1. The Department of Intercollegiate Athletics shall be authorized to pay for local housing and meals for team members required to be on campus for competition and/or practice during times when dormitories are closed or when emergency situations exist. Prior approval of the Athletic Director must be obtained before such expenditures may be incurred, and evidence of such approval must be attached to the travel expense voucher processed to pay such expenses.
2. Individual cash meal allowances not to exceed GSA rates plus 25% provided to team members for local meals must be supported by statements signed by the individuals receiving the funds. This statement replaces the need for receipts for cash advances as otherwise required by PPM-49.
3. The Athletic Director is authorized to approve team meals contracted locally with restaurants in the community if the University Food Service is closed and it is necessary for the team to eat together as a group. All such meals must be documented with appropriate itemized cash register or itemized credit card receipts, as well as a listing identifying all participants. The “tear type” receipts are not acceptable for this type of meals. Cost of meals shall not exceed the GSA rates plus 25% inclusively.

F. Requests for Exceptions

Requests by the Department of Intercollegiate Athletics for exceptions to the provisions of this proznd fA

G. Post Season Games

1. For Bowl games and post season competition, the Athletic Director will develop a budget of revenues and expenses which will be forwarded to the Athletics Council for review and approval by the President. Reimbursement of expenses will be at actual cost not to exceed GSA rates plus 25% or 50% if lodging in accordance with the approved budget. If approved in advance by the President or his or her de-10 (o6 (act) o)-4 (f)-1 ()-6 (h)20.002 Tw pg