



# Idaho State University

## POLICIES AND PROCEDURES

### Athletics Team Travel

#### ISUPP 8040

#### *POLICY INFORMATION*

**Policy Section:** *Athletics*

**Policy Title:** *Athletics Team Travel*

**Responsible Executive (RE):** *Director of Athletics*

**Sponsoring Organization (SO):** *Department of Athletics*

**Dates: Effective Date:** *March 20, 2013*

**Revised:** *May 23, 2016*

**Review Date:** *May 2021*

### **I. POLICY STATEMENT**

The Department of Athletics (Department) is committed to following all National Collegiate Athletic Association (NCAA), Big Sky Conference, and Idaho State University (ISU) rules and regulations related to transporting student-athletes to and from competition and practice sites. Since team travel represents a major expense to the Department, individuals involved in making such arrangements must strive to negotiate terms that are in the best interest of the Department and ISU.

### **II. AUTHORITY AND RESPONSIBILITIES**

Team travel planning and arrangements are the responsibility of the individual sport coach, as assigned by the head coach, in cooperation with the assistant athletic director/university business officer. All team travel will adhere to ISU policies and procedures as well as the procedures listed here.

### III. PROCEDURES TO IMPLEMENT

#### A. Team Travel Expenditures (see NCAA Bylaw 16.8)

1. In general, head coaches or assigned assistant coaches should make their own team travel arrangements. Any travel agency can help with airfare and rental car reservations.
2. The Department shall be responsible only for the members of the Department and individual team members. Any additional personnel accompanying the team shall be responsible for their own travel expenses.
3. The number of team members making the trip shall agree with Big Sky Conference regulations.
4. Team travel expenditures may be paid through purchase order, direct pay, ISU issued bankcard, or by a team travel advance.

#### B. Meals (see NCAA Bylaw 16.5)

1. Meals during travel can take one of two forms: actual expenditures (team dining) or student-athletes can be given per diem allowances.
2. A team may eat one meal under the actual mode and another under the per diem mode.

#### C. Lodging (see NCAA Bylaws 16.8 & 16.9)

1. Only the lodging of individuals on the trip itinerary form will be approved as an authorized expenditure.
2. There will be a maximum of three members of the official travel party per hotel room.

#### D. Transportation (see NCAA Bylaws 16.8 & 16.9)

1. During the process of determining travel arrangements, a cost-benefit analysis should be performed for the various modes of transportation (i.e., air, bus, van, etc.).
2. Mode of transportation is equitable and must be approved by the director of athletics and the assistant athletic director/university business officer. All decisions must be made with fiscal responsibility in mind.
3. Due to financial considerations, all travel to non-championship segment competitions must receive prior approval from the assistant athletic director/university business officer with permission from the director of athletics.
4. The coach does not have the discretion to allow student-athletes and/or parents to transport team members to a competition. An *Assumption of Risk and Release* form is available for student-athletes to travel home via private transportation from a competition.

- E. All special travel expenditures (i.e., team entertainment) must have prior approval by the director of athletics and the assistant athletic director for compliance.