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POLICY

This policy is established by Bethel University in recognition of the unique characteristics associated with travel by athletic personnel and teams and other groups at the University. The purpose of the policy is to address practical considerations for travel related specifically to the performance of intercollegiate athletic recruiting, athletic team travel, and other group travel. The policy shall apply only to these functions; travel for other purposes by athletic personnel and other groups shall be subject to the Comprehensive Travel Regulations (Policy 2.200). All travel will be reimbursed subject to Policy 2.200 unless a specific exception is provided below. In addition, each athletic department shall comply with all pertinent regulations of the National Association of Intercollegiate Athletics (NAIA) the athletic conferences of which the University is a member.

When applicable, each department, through its Vice President, shall develop and enforce guidelines for athletic and other group travel consistent with the provisions of this policy.

PROCEDURES

I. ATHLETIC RECRUITING

A. Approval for Travel

1. The following are subject to prior approval by the President, Vice President, or his/her designee:
 - a. Blanket travel authorization for scouting or recruiting; and
 - b. The travel of visitors and guests at institutional expense for any occasion related to recruiting.

B. 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. Detailed receipts are required. A credit card statement is not sufficient.

C. Student-Athlete Recruits

1. Staff members are responsible for compliance with pertinent NAIA and conference rules regarding student recruits.
2. Lodging in campus facilities should be arranged if space is available. If campus space is not available, arrangements may be made for lodging in local motels/hotels, and, with the approval of the athletic director or designee, shall be charged to the athletic department.
3. If available, the use of campus dining services should be arranged and costs shall be charged to the athletic department. If necessary, staff members will be reimbursed at cost for off-campus meals, with reasonable and customary gratuities allowed. Detailed 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 University Travel Policies and Procedures for the use of a personal vehicle.
5. Entertainment expenses may be reimbursed at cost within NAIA and conference rules.

II. TRAVEL

1. University officials and guests of the University that accompany the team or student groups on trips must be approved in advance by the President, Vice President, or his/her designee.
2. In all cases, team and group transportation will be arranged through established University procedures, and travel itineraries are to be arranged in advance. Documentation must be maintained in the athletic or other appropriate departments or offices indicating that

various cost alternatives have been explored before making all arrangements and reservations.

3. 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.
4. A travel advance in the amount of 100% of the estimated trip expenses may be allowed. One person from the athletic department or other appropriate department or office who is familiar with the travel regulations will be responsible for the advance and all bills connected with team or group travel.
5. Detailed receipts are required for all team or group travel expenses. A credit card statement is not sufficient.
6. Actual lodging expenses will be paid or reimbursed. Documentation must be maintained in the athletic department or other appropriate department or office indicating that various cost alternatives have been explored before making all arrangements and reservations.
7. Miscellaneous expenses, such as movies while on trips, must be supported by receipts.
8. All team or group meals and snacks will be paid or reimbursed at actual cost.
 - a. Gratuities not to exceed reasonable and customary rates are allowed.
 - b. Appropriate documentation and detailed receipts are required.
9. All travel claims and requisitions for team or group travel must be approved in writing by the Business Office.

III. OTHER GROUP TRAVEL

- A. Travel by student groups or other groups of participants in programs or activities of the University 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 the University should be addressed by specific department guidelines which describe the approval process, discussion of possible liability issues, and requirement of waivers/releases of liability by the student if appropriate. A waiver/release is not appropriate for travel that is required as part of an academic program.

IV. EXCEPTIONS

The President may approve exceptions to the requirements of this policy in appropriate cases.

RESPONSIBLE PARTIES

Cabinet-level officers, Department Supervisors, Business Office personnel, any/all employee(s) traveling on official business of the University

PUBLICATION

This policy is published on the University's website.