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Arizona State University Athletic Department
Travel Policy
Updated 10/01/09

Arizona State University Athletic Department abides by all University policies and the intent of this manual is to differentiate specifics within the Athletic Department and its guidelines. Arizona State University policy and procedures can be view at Financial Services website: www.asu.edu/aad/manuals/fin/index.html. See section 500.

TRAVEL: INDIVIDUAL STAFF MEMBERS

Official travel is defined as that which is essential to transact University business. Individual travel covers all approved travel by ICA staff members on official University or Departmental business. Travel in this category includes, but is not limited to, such activities as: recruiting, attendance at professional meetings, fund-raising events, and speaking engagements. All travel requests must be within the designated budget allocations for such purposes. Staff members may not claim expenses that are covered by an outside source, and reimbursement requests are to be supported by the appropriate documentation.

Recruiting Purposes

Travel expenses for recruiting purposes must be within the approved budget for each sport. Therefore, the amount of recruiting, the mode of transportation used for recruiting, and other recruiting travel expenses are constrained by budgetary guidelines.

Individual staff members are responsible for arranging their own travel itinerary and documenting specific information about the travel, including high schools visited discussions with high school coaches and recruiting contact made with prospective student-athletes. The Associate AD for Business Finance for Compliance and Student-Athlete Recruitment monitors this recruiting travel to ensure compliance with Pac-10 Conference and NCAA rules and regulations regarding:

1. The number, the site, and the dates of contacts made by athletic staff members with prospective student-athletes and the prospect's relatives.

Individual staff members are responsible for making all travel reservations (i.e. hotel reservations, airline reservations, car rental, etc.). The athletics department has a travel office located on the sixth floor.

When completing the Travel Authorization (TA, appendix A) it is required to indicate the purpose for travel. It is equally important for coaches who are traveling to accurately note whether the trip is to recruit or evaluate. NCAA rules establish time periods for these activities and it should be clearly indicated on the TA.

The head coach of the designated sport must authorize individual travel by assistant coaches. Supervisory approval is required for requests made by administrative staff members. The Associate AD for Business Finance retains final approval authority for all TAs.

Non-Recruiting Purposes

Travel for non-recruiting purposes follows procedures similar to travel for recruiting purposes. Before an ICA staff member commits to attend a clinic or conference, the Associate AD for Business Finance and the individual's supervisor must be consulted. Requests must be within the sport or administration budget's allocation for such purposes.

Conferences and Meetings

If a coach/staff member is attending a conference or convention, a copy of the conference program or brochure showing the dates, hotel name and cost **must** be included with the TA when it is submitted for written approval. This paperwork is required to receive full reimbursement for lodging. If paperwork is missing, the reimbursement amount will be what is listed in the Meals/Lodging Index.

Coaches or staff members attending a conference/convention must request and justify the need for a rental car on the TA when the trip is being approved. This is done in the "Purpose/Justification" section of the TA (TA) form. **Because most conventions or conferences are held in the same location as the lodging, ICA policy is not to allow use of a rental car without prior approval.**

Speaking Engagements

Reimbursement for expenses incurred with speaking engagements or while making public appearances as a representative of the Department is subject to the following limitations:

1. The purpose of the speech must concern some aspect of intercollegiate athletics, Arizona State University, or recognized sports associations or organizations.
2. If an honorarium is paid, the amount of expenses reimbursed is limited to costs incurred by the speaker which are in excess of the honorarium.
3. If reimbursement is anticipated to exceed \$100, prior approval by the Associate AD for Business Finance or designee is required.

However, reimbursement for expenses incurred when making speeches for alumni groups and major contributors to the intercollegiate athletics program is approved regardless of the speech topic.

Reimbursement for speaking engagements which require travel outside of the Phoenix area must not only be approved in advance with TA paperwork. Any unauthorized time away from duty must be charged to accrued vacation leave of the speaker.

A TA must still be filed, when an individual travels for speaking engagements or awards presentations, even though expenses are reimbursed. The date(s), destination(s), purpose of trip, and source of funding should be noted as well as "For approval to travel and insurance only"

should be written in the “Purpose/Justification” area of the TA. The estimated costs should be zeroed out.

Note: According to the Comptroller’s Office, the filing of the TA does not guarantee acceptance by workers’ compensation of official ASU travel status; however, it does provide additional pre-accident documentation of the reason and the intent of the trip.

Trip Cancellations

When a trip is canceled, it is the responsibility of the traveler to notify the ICA Business Office. This must be done even if a cash advance was not taken. The estimated cost of the trip is encumbered when the TA is approved, and must be released. If a cash advance was issued, the advance must be returned to clear the travel claim. All cash advances returned to the ICA Business Office must be in the form of a check. **Cash is not accepted.**

A signed travel claim must be submitted with “Trip Cancelled” written in the “explanation” section located on the claim side of the TA. If the air is a non-refundable ticket, the amount of the airfare needs to be entered on the claim and a copy of the itinerary must be attached to the claim. If the ticket is refundable, the cost does not need to be entered on the claim.

It is the traveler’s responsibility to cancel any hotel or rental car reservations.

Procedure for Approval and Cash Advances for TAs

Approval Procedure

Prior to travel taking place a TA must be completed at the time the airfare is requested from the Travel agent. Once the form is complete, it should be forwarded to the ICA Business Office along with all necessary documentation. The paperwork is then forwarded to the Associate Athletic Director for Business Affairs, who reviews the request and ensures that adequate funds are available for the proposed expenditure in the appropriate travel budget. Remember, any non-recruiting travel should be discussed with the head coach and/or the Authorizing Travel Official (ATO) prior to submitting the TA for approval.

Cash Advances

Any ICA staff member who is traveling on official business may obtain a cash advance for 100% of estimated expenses, except for those that will be paid directly by Arizona State University.

If a cash advance is requested on the TA, the ICA Business Office will procure it. Cash advances for individual travel are in check form or directly deposited into the traveler’s bank account if their payroll check is direct deposited. A traveler may opt out of the direct deposit by completing an Opt Out form obtained from the ICA Business Office and all advances thereon will be in the form of a check. (Cash is available for team travel and campus visits only.)

TA should be given to the ICA Business Office at least 5 business days in advance of when the traveler requires the cash advance.

The claim side of the form will need to be completed upon return from travel.

Allowances & Documentation

Travel reimbursements, as specified below, are limited to actual expenses incurred for transportation, meals, lodging and related business expenses that are allowable by Departmental policy for individual travel. Expenses must be documented by receipts.

Transportation

Whenever practical, transportation should be by common carrier (i.e. commercial airline, train, or bus). Staff members should take advantage of round-trip and special rates when they are available. Reimbursement for travel is limited to the expense of travel by the most direct and usually traveled route. Travelers traveling by an indirect route will not be reimbursed for travel expenses in excess of those that would have been required for travel by the most direct route.

Air Travel

ICA has appointed Adtrav to be the on-site travel agency located on the sixth floor.

The Department normally pays for fares that do not exceed what is commonly referred to as “coach class”. First class air travel may only be approved by the Associate AD for Business Finance as a result of the unavailability of the next lowest fare. Such travel must be justified in writing and approved prior to making travel arrangements.

Tickets purchased outside the agency or while on the road, need to have a receipt or invoice and passenger coupon for reimbursement.

Discounts, rebates, and/or frequent flyer coupons earned due to university travel are considered the property of ASU.

Airport Parking

Parking Spot vouchers are available upon request through the ICA Business Office. Long term parking verses short term parking should be utilized and the reimbursement limit is \$50.00 per claim.

Automobile Travel

Automobile transportation may be used to save time when common carrier transportation is not conveniently available to outlying places, or to reduce expenses when two (2) or more University employees are making a trip. University employees needing transportation to a common destination should use one automobile, unless the number traveling exceeds four (4).

Note: If a traveler is going to use a rental car or personal vehicle for travel out-of-state, a memo explaining why you are driving instead of flying is required to be attached to the TA as well as the cost of round trip airfare. The round trip cost can be obtained from Adtrav.

Reimbursement for mileage will not exceed the cost of a round trip coach airfare to the location.

Use of a Personal Vehicle

Justification for using a privately owned vehicle must be submitted on the TA form. For out-of-state travel, if a privately owned vehicle is used for the convenience of the traveler, lodging and per diem allowances will be calculated as though the traveler traveled by air. For example, a trip to Los Angeles, the per diem would be approximately one hour each way that would be allowed. Mileage will be reimbursed by determining air coach fare to the same destination against the current mileage rate allowed the traveler. Receipts for gas or vehicle repair do not qualify as additional reimbursement expenses. See instructional section on what information is required for the mileage forms.

Insurance

A traveler using a privately owned vehicle must have current vehicle insurance and valid driver's license. The traveler's signature on the claim certifies that he or she has a valid driver's license and the vehicle is covered by liability insurance. Coverage is on a primary basis for university owned, leased (rental), and hired vehicles, and on a secondary basis for privately owned vehicles. There is no coverage provided for damage to or loss of privately owned (PVO) vehicles. The Arizona Department of Administration does not provide medical payment coverage for occupants of any vehicle used for university business. The state does not provide property coverage for privately owned vehicles operated for official university business.

State insurance does not cover an employee while driving a state-owned or non-state-owned vehicle outside the course and scope of employment.

Seat belt use for all occupants of a university-owned vehicle and non-university owned vehicle used for university business is required. It is the operator's responsibility to ensure that all occupants use seat belts at all times. No person shall be transported in a vehicle unless there is a seat belt provided.

Mileage Reimbursement

Personal vehicle use for official business is reimbursed at the rate of \$.445 per mile, on the basis of the most direct route according to Map Quest.com. No additional expenses in the operation of the vehicle are allowed except for the cost of parking and tolls. Mileage traveled must be documented on the Arizona State University Schedule of Mileage Claimed Form.

Courtesy car use for official business is reimbursed at the rate of \$.19 per mile. Mileage must be documented as above for personal vehicles. **If an employee has been assigned a courtesy car, mileage will be reimbursed at a rate of \$.19 per mile even if a personal vehicle is used.**

Use of Rental Vehicles

Rental car use is allowable only when authorized in advance and used in support of ICA activities. Authorization for use of a rental car is given when the TA is submitted with a cost

estimate included in the “cost estimate” area on the authorization side of the TA. If a rental car was used without prior authorization (approval on TA), a memo explaining why a car was used should be included with the documentation.

When attending a convention or conference, approval for use of a rental car must be obtained in advance. When the convention site is the same as the hotel, a rental car is not allowed unless prior approval has been given.

Car rental reimbursement is for a standard size car. Upgrade charges are the responsibility of the traveler, as is the cost of refueling the vehicle at the rental agency verses refueling at a standard gas station.

The University, as an agency of the State of Arizona, is self-insured. Therefore, rental car company collision and liability insurance coverage should **not** be accepted. Liability coverage furnished by the University does not apply for personal use. If personal use of a rental car is involved, the election for supplemental insurance coverage is at the option and expense of the traveler.

The traveler is required to submit a receipt from the car rental company. This receipt is required even if the charge is a direct bill. The traveler must pay for any expenses incurred for using the rental car for personal use. If a rental car is used for both official business and personal reasons, the traveler must itemize the portion of charges for personal use and render reimbursement for those charges to the ICA Business Office. If cash payment is made by the traveler, a reimbursement for charges incurred for business travel is based on the original receipt. Charges for additional drivers (if only one department employee is in travel to that location), car seats, etc/ are the responsibility of the traveler.

Traffic Citations

University officers, employees, students, and volunteers shall be personally responsible for the prompt payment of fines for any traffic citations received while driving a vehicle used for business travel. Under no circumstances shall citations be paid with state funds. This applies where a personal, rental or university vehicle is used.

Accident Reporting

ASU and its officers, agents, and employees shall cooperate with the Arizona Attorney General's Office and Department of Administration and their representatives and shall provide all information and materials required for adequate investigation and resolution of claims. The ASU Department of Environmental Health and Safety, Risk Management and Insurance Services serves as the university's liaison to State Risk Management.

If you are in an accident or your rental vehicle sustains damage, notify the local law enforcement authority that has jurisdiction where the vehicle suffered damage or loss and obtain a copy of that authority's incident/accident report. All state-owned, leased, or rented vehicle insurance claims must be processed through the ASU Risk Management and Insurance Services. The driver should notify the car rental company.

The individual that experienced the loss must complete an ASU Vehicle Loss Report from Risk Management and Insurance Services website. http://uabf.asu.edu/insurance_services

For accurate and timely resolution of the claim, include all available supporting documentation outlined in the vehicle loss report. **The supporting documentation (travel itinerary, rental agreement, and original final invoice from the rental car agency) and completed vehicle loss report needs to be forwarded to ASU Department of Risk Management and Insurance Services within 10 calendar days of the loss. This means that the ICA Business Office should be notified as soon as possible when damage to a rental car occurs, so the proper paperwork can be completed in the time frame listed above.**

For vehicle losses anticipated exceeding \$10,000, or if personal injury occurred as a result of a vehicular accident, the ASU Risk Management and Insurance Services must be notified as soon as possible but no later than 24 hours after the accident. In addition, a vehicle loss report and supporting documentation must be submitted to the ASU Department of Risk Management within 10 calendar days of the loss. Risk Management and Insurance Services can be notified by fax (480-727-9055), telephone (480-965-1851) or telephone (480-965-1914). ICA department contact person at present is Cheryl Carlyle and her e-mail address is Cheryl.carlyl@asu.edu and phone her direct phone number is 480-965-1851. First contact should be at the telephone number listed first.

Car Rental Credit Cards

Car rental credit cards are issued by the ICA Business Office to selected administrators and coaches who are authorized to recruit for Arizona State University. If the car rental is going to be billed direct, it should be indicated as such in the cost section of the TA. This is done by placing an asterisk in front of the estimate cost of the rental. University issued cards are not to be used for personal travel. Travelers, who use University issued rental cards for personal use, must notify the ICA Business Office of the charge and provide a check to cover the amount of the rental. The check should be made out to the car rental company, **not ASU**, and should be given to the ICA Business Office immediately upon return from the trip.

“Account Representative” car rental credit cards are available for issue to other personnel should travel related to ICA business require the use of a rental vehicle.

Note: Any lost or stolen credit card must be reported immediately to the ICA Business Office.

Use of Other Vehicle Transportation

Taxi and limousine service costs are approved on a limited basis when other local transportation methods are not readily available. Documentation of expenses must be included with requests for reimbursement.

Lodging & Meal Reimbursement

The reimbursement limits for lodging are defined on the Travel and Reimbursement website http://uabf.asu.edu/fs_per_diem. The time of departure and return, as well as the city to which

travel takes place determines the amount you may claim for these expenses. Per IRS rules no per diem is allowed for same day travel.

In-State Travel

For travel within the state of Arizona, the department head or head coach of the sport traveling grants TA. Department heads and head coaches need to get approval from their supervisors.

This approval must be obtained prior to departure.

The form used is an In-State TA/Claim Form (See Appendix B). The In-State TA should be completed with the following information: current date, traveler's name and ID number, license plate number, inclusive dates, purpose of trip, signature of traveler, and signature of supervisor. The signature of the supervisor is the only approval needed for in-state travel prior to departing.

If a cash advance is needed for in-state travel, the out-of-state TA form and process must be followed.

In-state travel forms should be submitted in a timely manner. Once the trip is completed the travel claim is due to the Business Office within seven days.

Other Information Regarding Travel

Pcard

The use of the University pcard is strictly prohibited with individual travel unless prior approval is granted by the Associate AD for Business Finance.

End of Year Closeout

If you will be traveling during this time, this will affect clearing your claim or getting a cash advance for travel. This means all travel done close to this time will need to be cleared as soon as possible.

Foreign Travel

The Associate AD for Business Finance must approve any travel to a foreign country in advance. Reservations and paperwork can be completed once approval is given. Anyone traveling to a foreign country that does not use U.S. currency must keep track of the rate of exchange for expenses. It is required on the receipts if expenses are not indicated in U.S. currency.

Pick Up Sites

ICA Business Office-6th Floor

- All travel forms – may be retrieved from the desk top folder “Departmental Forms, click on Business forms folder
- TA/Claims that have been approved
- Airline tickets
- Cash advance checks

- Paperwork for team travel/campus visit cash advances

Cashier's Office-Student Services Building

- Cash advance for team travel/campus visits (ASU ID required)

TRAVEL: TEAMS

The Department of Intercollegiate Athletics at Arizona State University categorizes team travel under the heading of “Student Team/Group Travel” which also includes prospective student-athletes’ official visits to campus. Individuals involved in making team travel arrangements must assume responsibility for ensuring that such arrangements are in compliance with University, Pac-10 Conference, and NCAA rules and regulations.

The traveling party is limited to departmental staff members, the team, managers and trainers, when appropriate. Only persons who have been approved in advance by the Associate AD for Business Finance or Sports Administrator may travel with the team party.

The Senior Associate AD for Operations is responsible for coordinating all travel arrangements for the sport of football, with the approval of the Associate AD for Business Finance and the head coach. Due to the greater size and related costs of the traveling party, transportation is submitted for bid. The head coach of all other sports coordinates his/her team’s travel with the Associate AD for Business Finance or Sports Administrator, as assigned. However, the head coach may delegate the responsibility for making travel arrangements to either an assistant coach or a designee. Such arrangements include:

1. Developing the team itinerary
2. Completing TA paperwork
3. Arranging for transportation and lodging
4. Obtaining team travel advances
5. Submitting appropriate documentation upon completion of travel

Each team’s head coach is also responsible for setting standards (i.e. dress, conduct, curfews, free time activities, etc.) of conduct during trips. Generally, all team members must travel to and from the away event with their teammates and must stay with them at assigned lodgings. However, exceptions may be made at the discretion of the head coach with the approval of the Associate AD for Business Finance or Sports Administrator as appropriate.

In the event that a student-athlete does not wish to travel with his/her team, prior approval must be obtained. NCAA rules and regulations are very specific regarding permissible expenses that the institution may pay for a student-athlete’s travel, if the event takes place during a vacation period. The Department pays for the student-athlete with a cash equivalent of the transportation costs that the Department planned to provide if the student-athlete had not made his/her own arrangements, provided the student-athlete leaves the event site within thirty six (36) hours after conclusion of the event. Such a reimbursement is not permissible when classes are in session.

In the event that the student-athlete decides not to travel with the team, the appropriate release form(s) (Appendix H) must be completed and signed by the student-athlete and head coach. The signed form(s) should release the Department of Intercollegiate Athletics, the University, its officers, trustees, agents and employees from any liability or risk involved in the alternate traveling plans.

Travel Itineraries

The head coach or a designee develops the team's travel itinerary, which includes:

1. A list of student-athletes and staff in the traveling party
2. Departure date and time
3. Mode of transportation
4. Lodging accommodations
5. Telephone contact number at destination
6. Anticipated time of return to campus

Note: Travel manifests are limited to athletes and staff that are essential to the travel. For example: coaches, managers and trainers. If a Head coach wishes to invite non-essential staff to travel it must be cleared first through the Sport Administrator and/or Supervisor and secondly through Human Resources.

TRAVEL POLICY for SUPPORT STAFF

This policy is developed to address Human Resources issues related to the occasional out-of-state travel of ICA staff who may be required to provide administrative support for sports programs at away games. It is to be followed in conjunction with the current Travel Handbook developed by the ICA Business Office, and is not intended to replace said policy. The Head Coach will provide a memo to the Sports Administrator with a copy to the Coordinator for ICA Human Resources stating: the name and title of the staff member(s) who will accompany her or him on the trip; the duties to be performed; the projected hours of work per day and the duration (work schedule); mode of transportation and, if via a common carrier, where and when the employee(s) will board said carrier. Approval by the Sports Administrator and the Coordinator for ICA HR must be obtained **PRIOR** to making any travel arrangements **AND PRIOR to any discussion with the staff member**. Contact the ICA Business Office for the appropriate form. It is recommended that this be submitted and approval obtained as far ahead of time as possible, as is consistent with the Travel Handbook. Unless indicated otherwise by the Head Coach/supervisor, the workday will be regarded as the standard University workday: 8:00 AM to 5:00 PM and the workweek is 40 hours, beginning at 12:01 AM on Monday and ending at 12:00 midnight on Sunday. If applicable, duties for which the traveling employee is responsible within the department must be assigned to another staff member during the period of absence. Travel occurring during the normal workday is compensable. Travel occurring during regular hours of work on a non-working day (8 to 5 Saturday or Sunday for an employee whose regular workdays are Monday – Friday, 8 to 5) is compensable. Overnight travel will not count as working time and is not compensable if the employee is free to relax and performs no duties during the travel time. Travel from home to the airport (and visa versa) is not compensable. Full time staff members will receive their regular salaries. Authorized travel time occurring during the workday will be counted as hours worked within that workday. Should staff members work over 40 hours within the workweek, they will be compensated for overtime (if applicable) in accordance with federal law and university policy

TA

A Travel Authorization (TA) for Student Team/Group Travel Form (see appendix C) must be fully completed, authorized and submitted to the Travel Office in the ICA Business Office prior to the travelers entering official travel status. Detailed estimates for each expense category must be provided to support the estimate for the total cost of the trip. Additionally, a Travel Manifest (see appendix E) for Team and Group Travel Form must be completed.

Note: The manifest must be filled out and submitted to the Assistant AD for Compliance and Student-Athlete Recruitment five (5) days prior to the date you wish to pick up the cash advance. Travel paperwork will not be processed until the manifest is signed by the Assistant AD for Compliance and Student-Athlete Recruitment and forwarded to the ICA Business Office. This manifest should contain all individuals in the travel party (coaches, trainers, managers, team members and any approved guests) who will be traveling. If an individual needs to be added or deleted after the manifest has been submitted to the Assistant AD for Compliance and Student-Athlete Recruitment, a email must be written to take care of the changes necessary and approve prior to departure from ASU. The email should be addressed to the Assistant AD for Compliance and Student-Athlete Recruitment and should include the date of the trip and who is to be added/deleted or both. A copy of the email adding or deleting travelers from the manifest should be included in the travel.

The ICA Business Office audits each TA form submitted including verification of compliance with Arizona Board of Regents, Pac-10 Conference and NCAA rules and regulations. The paperwork is then forwarded to the Associate AD for Business Finance Finance, who reviews the request and ensures that adequate funds are available for the proposed expenditure in the sport's travel budget.

TA Student Team/Group Form

A TA must be completed and submitted to the ICA Business Office. The TA is submitted to the ICA Business Office, not the Compliance Office at least 5 business days prior to departing. No approval will be given to a TA until the manifest has been approved by Compliance and received in the ICA Business Office.

Travel Advances

Team travel advances are authorized for 100% of estimated expenses, minus those to be paid for directly by Arizona State University. Such advances are only made to the head coach or designee.

A cash request form (see appendix D) must be completed and submitted with the TA at least 5 business days prior to when the cash is to be made available for travel. The amount of the cash request form and the TA total encumbered amount must equal.

The individual given custody of the cash advance is responsible for reconciling the advance with actual team travel expenses, which should be completed and submitted to the ICA Business Office within seven (7) days of completion of travel. All advances must be cleared

within thirty (30) days. Any claims or monies due the University that are not cleared within this time frame will be submitted for payroll deduction through Accounts Payable.

Transportation

Travel expenses for transportation for the sport of Football are normally provided on a contract basis and paid directly by the University Purchasing Department following established University bidding and purchase order procedures.

The head coach of each sport, except Football, is responsible for negotiating for transportation and lodging for his/her particular team, within budgetary constraints of the team's travel budget and the travel guidelines of the Arizona Board of Regents. Other expenses incurred by a sports team when traveling must be authorized by the Associate AD for Business Finance or Sports Administrator and be within University and NCAA guidelines.

The mode of transportation for team travel is selected by the head coach and approved by the Associate AD for Business Finance or Sports Administrator, as appropriate. When choosing transportation, the following criteria are employed:

1. Safety
2. Expense
3. Availability
4. Distance
5. Number of travel days

University and charter buses are generally used when distance and time allow. Commercial airline transportation is primarily reserved for long distance travel or to minimize number of class and study days missed.

Team Transportation to and from the Airport

All sports have one of the following options as a mode of transporting student athletes to and from the airport. Insurance coverage begins from time the traveler departs from the Carson Student Athlete Center or home to the airport and ends at the time the traveler returns from the airport to the Carson Student Athlete Center or home.

1. Bus or shuttle provided by the Sport from the Carson Student Athlete Center.
2. Individual's Car – airport parking reimbursement is subject to the least amount incurred by a student athlete.

Student athletes are not allowed to drive state owned vehicles, leased or personal vehicles while in team travel status except to and from Sky Harbor International Airport. Non-state employees must have written authorization from the person in administrative control of the state-owned vehicle.

Drivers must:

- Know and understand the limitations, procedures and guidelines of Arizona State University's vehicle policy. This can be obtained from the Motor Pool.
- Hold a current valid driver's license.
- Advise passengers that no medical coverage is provided for a passenger not employed by the university.
- Comply with traffic laws.
- Accept responsibility for any citation issued during the time the vehicle is in his/her possession.

Defensive drive courses and High Occupancy vehicle course

Arizona State University's department of Environmental Health and Safety is now requiring a defensive driving course for all staff whose job description requires the use of a vehicle ([http://uabf.asu.edu/ehs defensive driving training](http://uabf.asu.edu/ehs_defensive_driving_training)). This includes anyone who operates a state car or operates a leased, rented or personal vehicle provided by the University. For ICA this would include any and all staff who have courtesy cars, stipends or who rent cars for travel. The course must be taken once every four years. In order to verify a record of training please remember to print your results and turn in to 6th floor reception area.

A high occupancy vehicle is defined as a vehicle capable of transporting 8 to 15 occupants, including the operator. Non-university-owned high occupancy vehicles are vehicles that are leased, rented, or privately owned operated on official university business.

12 and 15 passenger vans are strictly prohibited. Mini vans and SUV's may be rented or used for transportation

Procedure for Buses and/or Car Rentals

Bus reservations can be made through Adtrav located on the 6th floor of the ICA building. The ticket agent will get a cost estimate from the bus company and this cost estimate should be given to the ICA Business Office. The method of payment can be one of the following: purchasing card, direct billing or a purchase order. Please let the ICA Business Office the preferred method of payment to be used. The cost estimate must be included on the Team Authorization form.

Rental reservations for vehicles needed at competition site(s), can be made through the Adtrav office as well. The estimated cost of the rental must be included on the Team Authorization Form. If payment is going to be done with a departmental credit card, this expense must be marked as a "paid direct." If it is to be paid with cash, it should be indicated as such on the TA (credit cards are issued for Avis, Budget, Hertz, and National only).

Airline Reservations

Ticket reservations for team travel should be made through Adtrav on 6th floor of the ICA building. Every effort should be made to take advantage of fare discounts when they are available.

Tickets for travel are picked up when the cash advance and TA paperwork is picked up.

Lodging & Meals

Hotel Reservations

ICA has a Preferred Hotel list; to view the list, please click on [ASU Athletics Preferred Hotel Directory](#). Remember to have the hotel note on the contract that only room and tax is to be approved for payment. If it is not noted, you may have trouble getting the hotel to reverse the charges. You also must remember that this will apply to the coach's rooms also unless you specifically tell them that certain rooms should have the right to charge phone calls, movies or meals. Meal charges should only be group meals and NOT room service.

If the hotel is not listed on the Preferred List then the hotel contract should be given to the ICA Business Office for contract approval. The form of payment may be purchasing card, direct billing or a purchase order. Please let the ICA Business Office which method of payment is preferred.

If you do not want direct billing, you can put the cost of the hotel on the travel estimate as part of the cash advance. Don't forget to include tax when estimating room charges.

Meals

Away-From Home Contest Meals (see appendix F) form must be completed for each date in travel status. Option 1 or 2 must be selected. The Meal forms must be attached and included with the TA, Request for Cash being submitted to ICA Business Office.

Travel time is determined the same as for individual travel. Two hours are subtracted from the scheduled departure time from Phoenix. An hour is added to the scheduled time of arrival to Phoenix, at the end of the trip.

Meal per diem for team travel only is based on the following time criteria:

- Breakfast: in travel status between 6 a.m. and 9 a.m.
- Lunch: in travel status between 11 a.m. and 2 p.m.
- Dinner: in travel status between 4 p.m. and 7 p.m.

Meals may be provided to team members on an individual basis depending on travel circumstances. The following meal money breakdowns can be used to determine daily meal allowance when traveling.

Student Athletes

Breakfast \$ 7.00
Lunch \$ 8.00

Coaches, Managers, & Trainers

Breakfast \$ 7.00
Lunch \$ 8.00

Dinner	\$15.00	Dinner	\$15.00
Pre game or post game:	\$15.00	Pre game or post game:	\$15.00

Snack may be provided the night before a contest, no cash.

The per diem amount should be reduced to reflect any team meals arranged and paid for by the head coach, except for a pre-game or post-game meal, if one is permissible. Meals provided within the lodging complex may be added to the master bill or paid separately by the head coach or designee. However, a copy of the meal receipt needs to be included with the hotel folio.

An increase in per diem may be requested for contests that take place outside of the normal schedule (i.e. a trip to Hawaii or out of the country.)

This information is to provide you with the meal breakdowns that all teams will be using for the upcoming season. If you did not budget a pre/post game meal or post practice snack for the entire season, and you choose to give it, you are still responsible to stay within your budget.

Just a rules reminder:

A post practice snack can **only** be given if practice is held on the day before competition. (This should be noted under the appropriate date on your claim that you had practice)

Either a pre-game meal **OR** a post game meal may be provided on the day of competition, but not both. (The competition should be noted under the appropriate date on your claim)

Meal Money Forms

If meals are not provided on a group basis, each member of the team travel party receiving meal money must sign the Meal Money Form, which includes the dollar amount received. This form is to be signed by the responsible party and turned in with the claim.

Lodging

Student-athletes are advised that all unapproved; in-room charges are to be their personal responsibility. Any approved miscellaneous expenses for student-athletes are to be substantiated with a valid receipt or detailed explanation and included in the expense report.

Receipts for Meals

Team meals are not to exceed \$35.00 per person all inclusive. Receipts are required for reimbursement of group meal expenses. The receipts must be itemized valid (states city, state and date) receipts. Group meals done at the hotels and paid in cash require a receipt. If billed to your hotel account, the receipt must accompany the hotel folio when you check out.

Incidental

One group team movie (3 student athlete per room) per day is allowable. .

Phone cards must be used for all long distance calls from hotels. The phone calls must be ASU business related in order to be reimbursed and noted on the hotel folio.

Documentation of Expenses

The individual responsible for submitting the TA is responsible for securing appropriate travel expense documentation and submitting the Travel Expense Claim Form and all other necessary forms for travel clearance.

Such documentation may include a Travel Manifest for Team and Group Travel Form and an Arizona State University Meal Money Form.

Changes & Cancellations

Cancellations

If a trip is cancelled or postponed due to weather conditions, you need to contact the ICA Business Office. Trips that are postponed may need to have new paperwork submitted. Contact the ICA Business Office with the details of the postponement to see what action must be taken in this circumstance. Trips that are canceled need to have all reservations canceled. This is the responsibility of the coach. Contact the Compliance Office for event cancellations.

Changes

If any changes occur that were not noted on the approved TA, the changes and reasons for the changes are to be noted on the claim when it is completed. The notation can be made along side the receipt or in the explanation area of the claim.

Student-Athlete Spouse Travel

The NCAA allows the institution to provide the cost of actual and necessary expenses (i.e. transportation, lodging and meals) for the spouse of a student-athlete to accompany him or her to a certified post-season football game or one round of any NCAA Championship in which the student-athlete is a participant. The use of non-University funds for providing travel under these circumstances to a student-athlete's spouse is subject to prior approval of the Associate AD for Business Finance.

Spouse/Family Travel Policy

The following policies relate to spouses and families traveling with coaches.

Football

- The head coach is permitted to bring their spouse during regular season games if donors are present.

- Assistant football coaches are permitted to bring their spouse to one trip annually for regular season. If there are donors present then they are not taxed.
- For post season travel all coaches are permitted to bring their spouse and minor children. The expenses are paid from the Bowl budget and the employee will be taxed on the benefit if there is no business purpose. Per Diem is included; per diem for Minors may be different than regular per diem.

Men's and Women's Basketball

- The head men's and women's basketball coaches are permitted to bring their spouse during regular season games if donors are present. A list of donors attending must be included and the benefit would be non-taxable. The travel must be paid from the Sport's Foundation account.
- Assistant coaches are permitted to bring their spouse and minor children in a tournament situation, (example Hawaii) and NCAA finals. Per diem is included and the benefits are taxable. The expenses are paid from general funds.

All other sports

- Travel for spouses of coaches and certain senior staff is limited to National Championship Travel. The expenses are funded from NCAA reimbursement or the Sport's Foundation account. Per diem is included and benefits are taxable, unless business purpose is provided.

ICA Board Travel

- The ICA Board will be invited to one football away contest per year. The Senior Women's Administrator will host the Board and will work with the Senior Associate AD for Operations to select the appropriate trip.
- For Bowl Games, the President's Office and not the Associate AD for Business Finance will determine the official travel and gift packages for members of the ICA Board.

TRAVEL: PROSPECTIVE STUDENT-ATHLETE

NCAA regulations permit member institutions to finance only one (1) official campus visit for a prospective student-athlete. The AD for Compliance and Student-Athlete Recruitment is responsible for assisting ICA Staff to ensure adherence to applicable rules and regulations for an official campus visit. For the official expense paid campus visit, the Department confines prospective student-athlete travel and entertainment to:

- Payment for actual round-trip transportation, by direct route, between the prospect's home and the campus. The prospect may travel by personal car and be paid mileage expenses or travel coach class by air.
- Entertainment of the prospect, the prospect's parents, legal guardians or spouse at a facility located on campus (including complimentary admissions to athletic events).
- Housing and meals for the prospect and his/her parents or spouse at a scale that is comparable to normal student-life.

Additionally, the Department may provide a student host entertaining a prospect a maximum of thirty (\$30) dollars per twenty-four (24) hour period of recruiting. The entertainment money is not to exceed sixty (\$60) dollars to cover actual and necessary expenses for the forty-eight (48) hour official visit.

Reimbursement for legitimate expenses associated with the official visit of a prospective student-athlete to the University are allowable if the visit is approved in advance by the AD for Compliance and Student-Athlete Recruitment and such expenses are in compliance with Pac-10 Conference and NCAA rules and regulations.

Transportation, Meals and Lodging

The head coach or designee prepares the request and TA using the Student Team/Group Travel Form (appendix C), itemizing the expenses to be associated with the official campus visit of the prospect. Specific allowable expenses may include the following:

1. Actual round-trip expenses by direct route from the prospect's home or school to the University
2. Tourist or coach class airfare on commercial carrier
3. Private aircraft rates that are the established rates at the aircraft's home airport
4. Transportation to and from the nearest airport to the University
5. Personal car mileage at \$.445 per mile
6. Necessary and reasonable meal costs while en route to and from the campus for the prospect (but not the prospect's family or friends)
7. On-campus meal cost for the prospect, his/her parents or guardians, and spouse.

The head coach or a designee makes travel arrangements for a prospective student-athlete's official visit to the University. A Cash Advance Form may be requested by the employee named as responsible for travel, to cover all expenses other than air travel, which must be paid for directly by the University. Documentation requirements for clearing expenses are identical to those for all other business travel.

Airline Reservations

The head coach or individual in charge of campus visits for each sport is responsible for making the prospect's airline reservations through Adtrav. You must let the travel agent know that the ticket you are booking is for a campus visit.

If a prospect cancels a visit, and the airline ticket has been mailed, it is the responsibility of the coach to get the ticket back from the prospect.

Lodging & Meals

The athletic department has a contract with Tempe Mission Palms for direct billing. If you are going to have a prospective student-athlete stay at the Tempe Mission Palms, you need to indicate you are with ASU and tell the reservations clerk, what sport is to be billed. Only **room and tax** expenses are direct billed. Phone, movies, etc. are the responsibility of the prospect. If you are having the hotel cost direct billed; you need to indicate this on the TA form. If you will be paying cash for lodging, you must indicate this on the TA form.

Meals are provided according to NCAA rules and regulations. **Itemized** receipts are required to clear your TA. (Credit card slips are not considered valid receipts and may be rejected by the Comptroller's Office.) When submitting receipts used for meals, the receipts need to be attached to an 8 ½ x 11 sheet of paper and accompanied by a Business Meals form (see appendix G.) All people in attendance at the meal must be listed alongside the receipt. The relationship of the individuals listed should also be noted (i.e. head coach, host, prospect, prospects' parents, etc.) It is an institutional policy that even if a coach does not eat a meal but is present while the prospect eats, the coach must be listed along with the prospect and others in attendance.

Any attendee(s) not included in the official party who attends a meal must be pay for their own expenses on a **separate** receipt and is **not** submitted for reimbursement.

Sports who have a large number of recruits coming may want to have a purchase order done for the hotel and any meals that may be direct billed at the hotel. If you are considering this, you should contact the ICA Business Office to see what steps are needed to have this done. Please note any hotel contract that will be more than \$35,000 must go out to bid first. You do not need to contact the ICA Business Office to use the Tempe Mission Palms to direct bill lodging for a campus visit.

If a campus visit is canceled or postponed, remember to inform the hotel of the cancellation or change.

Official Visit Request Form

This form must be turned into the Compliance Office prior to the prospect coming to campus. This form, the prospects' transcript, SAT or ACT test score, and a copy of the five visit letter, should be given to the AD Compliance and Student-Athlete Recruitment at least five (5) days prior to the scheduled visit. All paperwork listed above should be turned in at the same time. There will be no approval given if any of the above listed items are missing.

If a campus visit is canceled and rescheduled, you only need to re-submit the Official Visit Request Form (this is assuming you turned in a transcript, test score, and five visit letter with the first visit request). This form should have the old visit dates crossed out (not blacked out) with the new visit dates written above. It should be noted at the top of the form that the first visit was canceled and this is a second request.

If a campus visit is canceled and not rescheduled, you need to notify the Compliance Office. The ICA Business Office should also be notified. It may be possible to void the ticket. If the visit is cancel, the coach must request the return of the ticket from the prospect. This ticket should be returned to the travel office once it is received from the prospect.

Entertainment

The head coach and/or assistant coaches are responsible for assuring that those appointed student hosts for visiting prospective student-athletes know and observe the rules and regulations of the Pac-10 Conference and NCAA. Detailed information regarding the NCAA restrictions for the entertainment can be found in the NCAA Division I Manual. Entertainment for prospects is confined by NCAA rules and regulations to the following:

1. During the forty-eight (48) hour official campus visit, entertainment may be provided only to the prospect's parents, guardians, or spouse. If there are any entertainment activities in excess of attending an athletics event, the entertainment must take place within thirty (30) miles of the main campus and must be prepaid from the designated host entertainment monies.
2. Excessive entertainment is not permitted. Cash or automobiles cannot be provided to the prospect. To ensure permissibility, the AD for Compliance and Student-Athlete Recruitment should be contacted before providing entertainment other than admission to movies and athletic events or meals.
3. A student host can be given a complimentary ticket to accompany the prospect to a campus athletics event and thirty (\$30) dollars per day to cover actual and necessary expenses. An additional fifteen (\$15) dollars per day is provided for each additional prospect the host entertains. If more than one host is assigned to entertain a single visitor, the allowable thirty (\$30) dollars is given to only one (1) host for the day.
4. A prospect and his/her parents, guardian, or spouse may be provided complimentary admission to a campus athletic event. Admission may not be provided for a prospect's sibling(s) or friend.
5. The prospect or those in his/her party cannot be given any souvenirs such as shirts, photographs, jerseys, etc.

The coach who is recruiting the prospect selects student hosts. Distribution of funds to the designated hosts is documented on the Student-Athlete Host Instruction Form, signed by the host receiving the funds and by the coach or assistant coach. This documentation should be submitted with the Travel Expense Claim within seven (7) days of the prospect's completion of travel. Copies of the front and back of the host form must be included in the claim. All required signatures should be on the copies.

TA Procedures

The TA for campus visits can be submitted to the ICA Business Office after the Official Visit Request Form is turned in to the Compliance Office. Approval for the TA will not be done, until the paperwork from the Compliance Office is given to the ICA Business Office.

Upon receipt of the approved TA paperwork, the ICA Business Office will prepare a cash advance. The procedure for obtaining a cash advance for campus visits is the same as for team travel.

For trips to the campus at the prospective student-athlete's own expense, benefits offered by the Department are limited to a maximum of three (3) complimentary admissions to athletic events on campus. Also, when accompanied by a staff member, transportation may be provided to a practice or competition site within thirty (30) miles of main campus.

When questions arise regarding permissible expenses for prospective student-athletes, the AD for Compliance and Student-Athlete Recruitment must be consulted.

APPENDIX A:

Individual TA and Claim Forms

TRAVEL AUTHORIZATION
(MUST BE COMPLETED BEFORE TRIP)

ARIZONA STATE UNIVERSITY

TRAVEL CLAIM
(COMPLETED AFTER TRIP - one document # per trip, please)

NAME OF TRAVELER		ASU I.D. NUMBER		Audited By			Date			DOCUMENT #					
DEPARTMENT	TITLE	TRIP DATES FROM TO		DATE	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL EXPENSES			
DESTINATION		AGENCY/ORG/SUB	\$ AMT OR %	TRAVEL FROM											
IS TRAVELER <input type="checkbox"/> FACULTY <input checked="" type="checkbox"/> STAFF			\$ -	TRAVEL TO											
<input type="checkbox"/> STUDENT <input type="checkbox"/> OTHER				TIME (A.M./P.M.)											
PURPOSE/JUSTIFICATION: EXPLAIN PURPOSE OF THE TRIP AND HOW ASU OR PROJECT WILL BENEFIT. SEE INSTRUCTIONS. ATTACH ADDITIONAL PAGE IF NECESSARY.				AIRFARE									\$ -		
Check here if you wish to receive a travel advance: <input checked="" type="checkbox"/> TRAVEL ADVANCE COST ESTIMATE (WHOLE DOLLARS) 100% (AIRFARE & REGIS. FEE) 75% REMAINDER AIRFARE * _____ \$ - _____ LODGING & PER DIEM _____ _____ _____ CAR RENTAL(Justify above) _____ _____ _____ REGISTRATION FEES ** _____ _____ _____ MISCELLANEOUS _____ _____ _____ (Indicate type of item, ie., taxi.) \$ - TOTALS \$ - \$ -				LODGING									\$ -		
				PER DIEM										\$ -	
				BREAKFAST											\$ -
				LUNCH											\$ -
				DINNER											\$ -
				CAR RENTAL											\$ -
				REG FEES											\$ -
				PARKING											\$ -
				MILES X RATE											\$ -
								TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADVANCE TOTAL				\$0.00	TRAVELER certifies that: the items or expense were incurred for authorized official state business; the expenses are correct and the charges proper; reimbursements claimed were out-of-pocket charges paid by the traveler; and the private vehicle, if used, is covered by liability insurance.						LESS PAID BY ASU	\$0.00			
PO # If airfare is direct bill by contracted travel agency				TRAVELER'S SIGNATURE _____ DATE _____						LESS TRAVEL ADVANCE	\$0.00				
** Registration PV# if paid directly by ASU										BALANCE DUE TRAVELER	\$0.00				
DIRECT INQUIRES TO: (Traveler or Other Person Completing Form)				MAIL CODE		PHONE		*EXPLANATION: If needed, identify abbreviation used above in Travel From & Travel To							
TRAVELER'S SIGNATURE _____ DATE _____				Signature Immediate Supervisor _____											
Authorizing Travel Official (ATO) MUST HAVE THIS AUTHORITY AND BE HIGHER LEVEL POSITION WITHIN THE ORGANIZATION OR BUSINESS MANAGER REPORTING TO SUCH PERSON. Authorizing official certifies that, to the best of his/her knowledge, travel is in compliance with COM 504 (In-State Travel) or COM 505 (Out-of-State Travel) and for travel outside the U.S., COM 506.				ATO signature required if expenses exceed authorized amount											
Amy Schramm Assoc. Athletic Director, Finance Type or Print Name Title and Department				The greater of \$100.00 or 10% of the authorized amr											
Signature _____ Date _____				FOR TRAVEL REIMBURSEMENT USE ONLY											
Authorized Agency/Org Signer, if different than ATO:				AGENCY	ORG/SUB	OBJ	SUBOBJ	\$AMT	AGENCY	ORG/SUB	OBJ	SUBOBJ	\$AMT		
Signature - Immediate Supervisor (if not ATO) Print Name															
HELD BY TRAVELER UNTIL TRIP COMPLETION				SEND TO TRAVEL REIMBURSEMENTS UPON TRIP COMPLETION						CLAIM TOTAL	\$ -				

APPENDIX B:

In-State TA Form

Use only if travel funds were not encumbered.

Please type or print.

**IN-STATE TRAVEL AUTHORIZATION/CLAIM
ARIZONA STATE UNIVERSITY**

TRAN TP	DOCUMENT NUMBER	PAGE OF
------------	-----------------	------------

DATE (MM,DD,YY) January 12, 2008	TYPE 2	TRAVELER ID NO.	TRAVELER NAME	TRAVELER HOME ADDR
INCLUSIVE DATES (MM,DD,YY)		Is traveler <input type="radio"/> Faculty <input checked="" type="radio"/> Staff <input type="radio"/> Student <input type="radio"/> Other		
DESTINATION CODE		ASU VEHICLE		
		PERSONAL VEHICLE		
		LICENSE PLATE #		
		DOCUMENT TOTAL \$0.00		

DATE	DEPARTED FROM		ARRIVED AT		MILES	ODOMETER READING		MEAL/ INCIDENTAL PER DIEM	LODGING	TRANS- PORTATION	OTHER EXPENSE		RECEIPT NO.
	PLACE	TIME A.M./P.M.	PLACE	TIME A.M./P.M.		START	FINISH				AMOUNT	DESCRIPTION	
TOTALS FROM CONTINUATION PAGES													

TOTAL CLAIM	0	RATE/MI 0.445	MILEAGE AMT \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	TOTAL CLAIM	\$0.00
-------------	---	------------------	-----------------------	--------	--------	--------	--------	--------	--------	-------------	--------

REFERENCE LINE NUMBER	ACCOUNT			OBJECT	SUB. OBJECT	AMOUNT	I/D	PUBLIC PURPOSE
	AGENCY	ORG	SUB. ORG					

Authorizing Travel Official (ATO) or Agency/Org Signer MUST BE A HIGHER LEVEL POSITION WITHIN THE ORGANIZATION OR A BUSINESS MANAGER REPORTING TO SUCH A PERSON. Authorizing official certifies that, to the best of his/her knowledge, travel is in compliance with COM 504 (In-State Travel). Amy Schramm Associate Athletic Director, Finance Type or Print Name Title and Department Signature Date If different than ATO, budget approval: Signature Print Name	Normal Commute Miles*	Primary Agency/Org.	
	Traveler certifies that: the items of expense were incurred for authorized official state business; the expenses are correct and the charges proper; reimbursements claimed were out-of-pocket charges paid by the traveler; and the private vehicle, if used, is covered by liability insurance.		
	TRAVELER'S SIGNATURE	DATE	Audited By Initials Date
	DEPARTMENT	MAIL CODE 2505	
TITLE	PHONE		

* Normal commute miles must be deducted from the total mileage for trips that begin or end at the traveler's residence. The mileage shown in this column is after deductions of the normal commute miles. See COM 512 for more information
 **The mileage shown in this column is after deduction of the normal commute miles.

Immediate Supervisor

APPENDIX C:
ICA Cash Order Request Form

ICA Cash Order Request Form

Coach/Sport Requesting Cash Order: _____

Delivery Site for the Cash Order: ICA Ticket Office

Date Petty Cash or Team Group Travel Submitted: _____

Date Cash Order Scheduled for Delivery: _____

(Must be at least five complete business days after advance submission)

	Number	Dollar Value
Bills:		
Ones		\$ -
Twos		\$ -
Fives		\$ -
Tens		\$ -
Twenties		\$ -
Fifties		\$ -
Hundreds		\$ -
Coins:		
Pennies		\$ -
Nickels		\$ -
Dimes		\$ -
Quarters		\$ -
Half Dollars		\$ -
Dollars		\$ -
		\$ -

Cashiering Office Approval: _____

Date Cash Order Placed: _____

Scheduled Delivery Date: _____

APPENDIX D:

Team and Official TA Form



**TRAVEL AUTHORIZATION
ARIZONA STATE UNIVERSITY
STUDENT TEAM/GROUP TRAVEL**

DOCUMENT I.D.	
TRAN	DOC. NO.
TA	

Leave shaded areas blank

DATE (MO., DAY, YR.)	ACTION X E-Original M-Modify	ASU I.D.	AMOUNT ENCUMBERED (CASH ADV.)	PRIMARY ACCOUNT (AREA/ORG)
FACULTY/STAFF MEMBER NAME	DEPARTMENT		CONVENTION/MEETING DATES (IF ANY)	
(Code)	PURPOSE (DESCRIPTION)	TRIP DATES (MO., DAY, YR.)		
		From	To	

Destination (City, State)	
Code 1	DESCRIPTION

TRAVEL PARTY SIZE (a manifest of individuals traveling must accompany this authorization.)

ESTIMATED EXPENSES (indicate if paid directly by Arizona State University)

DESCRIPTION	NUMBER	DESCRIPTION	PAID DIRECT	AMOUNT				
Coaches		MEALS days for (no. in party) per day						
Trainers		TEAM LODGING No. of rooms x nights x per night						
Managers		GROUND TRANSPORTATION (DESCRIBE)						
Team/Group Members		AIR TRANSPORTATION (DESCRIBE)						
Faculty/Staff Advisors		VISITATION						
OTHER		OTHER						
OTHER		OTHER Misc						
OTHER		OTHER						
TOTAL PARTY SIZE	0		TOTAL EXPENSE	0.00				
<input checked="" type="checkbox"/> Manifest attached			LESS AMOUNT PAID DIRECT BY ARIZONA STATE UNIVERSITY	0.00				
ACCOUNTING DATA	LINE 01	AREA	ORG.	SUB-ORG	OBJECT	SUB-OBJ.	TOTAL (AMT. ENCUMBERED)	l/d
							-	

PURPOSE/JUSTIFICATION

I understand that I am required to submit a Travel Claim with required receipts to ASU Travel Section within 7 days after trip is completed.	DEPARTMENT MAIL CODE	DIRECT INQUIRIES TO (NAME)	PHONE
TRAVEL SIGNATURE	RANK/TITLE	DATE	PHONE

APPROVALS: The undersigned hereby certify that the Travel Authorization hereon is for a valid public purpose, and that funds have been appropriated or are otherwise available for payment for any claims made hereunder, and that if the available funds are from a Federal Grant, Contract or Source, this travel is authorized under the terms of such Grant, Contract or Source.

AUTHORIZING TRAVEL OFFICIAL (ATO): MUST HAVE THIS AUTHORITY AND BE HIGHER LEVEL POSITION WITHIN ORGANIZATIONAL CHAIN OR BUSINESS MANAGER REPORTING TO SUCH PERSON. If optional approvals are required, supervisor or area/org signer should sign above ATO.

AMY SCHRAMM
Type or Print Name

ASSOCIATE ATHLETIC DIRECTOR, FINANCE
Title and Department

Signature
If different than ATO, budget approval

Date

Immediate Supervisor

Print Name

**TRAVEL EXPENSE CLAIM
ARIZONA STATE UNIVERSITY**

Leave shaded areas blank

DATE (MO, DAY, YR)		ACTION E - Original M - Modified	TRAVELER'S ASU I.D. NO.		DOCUMENT I.D. TP			TRAVEL AUTH. I.D. TA				
TRAVELER NAME			INCLUSIVE DATES to			PURPOSE		PRIMARY ACCT (AGENCY ORG)				
DEPARTMENT/ACTIVITY												
TRIP STARTED (LOCATION)			DATE	TIME		TRIP ENDED (LOCATION)			DATE	TIME		
DAILY ACTIVITY: Make at least one entry for each day. Under "Place Visited", show city and state. Under "Activity", show event(s) attended, person(s) visited, etc.			EXPENSE: Show Receipt No. and, if expense is paid directly by ASU, place check mark in the "PD" column.									
			SUBSISTENCE						TRANSPORTATION AND OTHER EXPENSE			
DATE	DEST	PLACE VISITED	OBJ. LINE	RCT NO.	PD	M/L/T	AMOUNT	RCPT NO.	PD	DESCRIPTION	AMOUNT	OBJ. LINE
						M E A L						
ACTIVITY						L O D G						
						T O T	0.00					
DATE	DEST	PLACE VISITED				M E A L						
ACTIVITY						L O D G						
						T O T	0.00					
DATE	DEST	PLACE VISITED				M E A L						
ACTIVITY						L O D G						
						T O T	0.00					
DATE	DEST	PLACE VISITED				M E A L						
ACTIVITY						L O D G						
						T O T	0.00					
EXPLANATION/COMMENTS							0.00	←	PAGE TOTAL	→	0.00	
							0.00	←	TOTALS FROM CONTINUATION PAGES	→	0.00	
							0.00	←	TRIP TOTAL	→	0.00	
REF LINE	AGENCY	ACCOUNT ORG	OBJ	SUB OBJ		AMOUNT PAID	TOTAL ALL EXP.	LESS PAID BY ASU	LESS TRAVEL ADVANCE	TOTAL DUE		
							0.00					
							Traveler certifies that: the items of expense were incurred for authorized official state business; the expenses are correct and the charges proper; reimbursements claimed were out-of-pocket charges paid by the traveler; and the private vehicle, if used, is covered by liability insurance.					
							TRAVELER SIGNATURE					DATE
							IMMEDIATE SUPERVISOR					DATE
							ATO:					DATE
							Amy Schramm, Associate AD, Finance					
							INITIALS	DATE	INITIALS	DATE		
							TRAVEL SECTION	DATE	OTHER	DATE		

NAME

Place	Actual Room rate	Actual tax	Actual expense	Calculated Room rate	Calculated tax	Amount Claimed on TA	State Per Diem Room rate	Calculated State Tax	Calculated State Expense	Variance	Number Night	Variance over State amt	percent based on 1 night variance
			0.00	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!
			0.00	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!
			0.00	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!
			0.00	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!
												#DIV/0!	

ATO Authorized signature

To Be Reimbursed from Foundation 0.00

ASU LAUNDRY

ASU vs _____

RECEIPT # _____

DATE _____

WASH

Number of loads _____ @ _____ each = _____

DRY

Number of loads _____ @ _____ each = _____

DATE _____

WASH

Number of loads _____ @ _____ each = _____

DRY

Number of loads _____ @ _____ each = _____

DATE _____

WASH

Number of loads _____ @ _____ each = _____

DRY

Number of loads _____ @ _____ each = _____

APPENDIX E:

Team Manifest

APPENDIX F:

Team Meal Money Form



NCAA Incidental Expenses - Student-Athletes

This form must be completed to document the days and amount given to the student-athletes on your squad who are participating in an NCAA championship or certified postseason bowl contest (see Bylaw 16.8.1.6 below).

Sport _____

Event _____

Date(s) of Event _____

Location of Event _____

16.8.1.6 Incidental Expenses at NCAA Championships, NGB Championships in Emerging Sports and Certified Bowl Games

An institution may provide \$20 per day to each member of the squad to cover unitemized incidental expenses during travel and practice for NCAA championship events or NGB championship events in emerging sports, during a period limited to the maximum number of days of per diem allowed for the involved championship, or, for certified postseason bowl contests, for a period not to exceed 10 days. The \$20 per day may be provided only after the institution's team departs for or reports to the site of the championship or postseason bowl contest.

Incidental Expenses at NCAA Championships, NGB Championships in Emerging Sports and Certified Bowl Games Conducted in Locale of Participating Institution (I)

Official Interpretation, August 20, 2000

An institution participating in an NCAA championship or NGB championship in an emerging sport conducted in the locale of the institution (i.e., the proximity of the competition site to the institution does not necessitate travel) may provide \$20 per day to each member of the squad to cover unitemized incidental expenses during a period not to exceed the maximum number of days of per diem allowed for the involved championship as established by the applicable sport committee. In the sport of football, an institution participating in a certified bowl game conducted in the locale of the institution may provide \$20 per day to each member of the squad for a period not to exceed 10 days, beginning not earlier than the day that the institution's football team begins official practice for the bowl game. [Reference: NCAA Bylaw 16.8.1.6 (incidental expenses at NCAA championships, NGB championships in emerging sports and certified bowl games)]

Date Given

Amount per S-A (up to \$20)

Date Given

Amount per S-A (up to \$20)

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____
7. _____
8. _____
9. _____
10. _____

	<i>Player Name</i>		<i>Signature</i>
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
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32		32	
33		33	
34		34	
35		35	
36		36	
37		37	
38		38	
39		39	
40		40	

of S-As _____ x \$ _____ per S-A x # of days _____ = \$ _____
(Total \$)

Signature of Staff Member Distributing Money _____

Date of Signature _____



Away-From Home Contest Meals

Sport: _____ Date: _____

Event: _____ Tempe Regional _____

Please select one of the options for all meals during this trip:

_____ **Option 1:** Meals will be provided at my discretion (and as permitted by the budget) from the time the team is required to report on call for team travel until the team returns to campus. Cash will not be provided in lieu of any meals.

_____ **Option 2:** Individuals may receive three meals per day. Cash may be provided in lieu of the actual meal. They may also receive a pregame or post game meal. In lieu of a post game meal, individuals may receive \$15 cash.

If you select option 2, please complete the following:

<u>MEALS</u>	<u>AMOUNT PROVIDED</u>	or	<u>TEAM MEAL</u>
Breakfast (max \$7.00)	_____		<input type="checkbox"/>
Lunch (max \$8.00)	_____		<input type="checkbox"/>
Dinner (max \$15.00)	_____		<input type="checkbox"/>
Pregame Meal			<input type="checkbox"/>
or Postgame Meal (max \$15.00)			<input type="checkbox"/>

** Please be aware that the total amount for each meal may not exceed the maximum amount listed above. In addition, the total amount given in cash for meals for one day may not exceed \$30.00, except on game day when you provide up to \$15 for a postgame meal.

Non-Student-Athletes

Signature

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

Non-Student-Athletes

Signature

1 _____
2 _____
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30 _____

Individuals _____ X \$ _____ per person = \$ _____

APPENDIX G:

Business Meals and Related Expense Forms

Type of Expense:

<input type="checkbox"/> Off-Campus: Select one - <input type="checkbox"/> 1) Paid with personal funds or charged to personal credit card. OR <input type="checkbox"/> 2) Paid by ASU purchasing card or direct vendor payment. No reimbursement requested.	<input type="checkbox"/> Sodexo Sports & Leisure Vendor Code: ICAFOOD Ph: 5-7050 Fax: 7-6190 Reservation #:	<input type="checkbox"/> Catering Services Vendor Code: FOODSERV Ph: 5-6508 Fax: 5-7137 Reservation #:	<input type="checkbox"/> University Club Vendor Code: UNIVCLUB Ph: 5-0700 Fax: 5-0440 Member Name: Member #:	<input type="checkbox"/> Aramark/ASU West Vendor Code: ASUWFOODS Ph: 3-3663 Fax: 3-7777	<input type="checkbox"/> Aramark/ASU Polytechnic Vendor Code: FOODEAST Ph: 7-1440 Fax: 7-1442
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Location of Event:	Event Date:
Business (Public) Purpose (Please explain the public purpose. If only ASU employed personnel are present at the meal, clearly justify why this expenditure is appropriate. Attach agenda/program when available):	
Account: PO # (if applicable): Total Amount:	

List of Attendees (Attach additional sheet if necessary):

ASU Faculty, Staff or Students		
Name	Department	Title
1.		
2.		
3.		
4.		
5.		
Other Attendees		
Name	Affiliation	Title
1.		
2.		
3.		
4.		
5.		

If a large group is present at an event and an attendee list is not available, state the approximate count of attendees and ASU department or affiliation.

No reimbursement for alcoholic purchases is allowed on University accounts. For reimbursements over \$40 per person, attach itemized receipts to the on-line payment voucher (PV).

Required Certification – I certify that no reimbursement for alcoholic purchases is being sought.

Requester's Name	Phone No.	Signature	Date
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Required Approvals

Direct Inquiries To:	Signature	Date
Authorized Account Signer Name (Print)	Signature	Date
Dean or Director (If Required) Name (Print)	Signature	Date
Other (If Required) Name (Print)	Signature	Date

APPENDIX H:

Release Forms

**RELEASE AND ASSUMPTION OF RISK –
TRAVEL WITH TEAM: STAYING AT PARENTS’ HOME DURING COMPETITION**

I, _____ (name), am a student-athlete at Arizona State University. On _____ (date) the Arizona State University Department of Intercollegiate Athletics (“ICA”) will be transporting me to _____ (city, state) to participate in an ICA associated event. Although ICA has offered to provide housing in _____ (city, state), I choose NOT to accept ICA’s offer to provide housing and will stay with my parents, on my own and at my own expense. However, I will be traveling back to Arizona State University with the team (ICA).

I agree to take full responsibility for my actions and expenses while I am staying at the home of my parents. I am aware that there are certain risks and consequences involved in staying with my parents. Examples of these risks and consequences include personal injury resulting from vehicular accidents; loss, academic consequences and inconvenience resulting from delayed arrival; and loss of personal property. I agree to assume these risks.

Arizona Board of Regents, Arizona State University, ICA, and their regents, officers, employees, and agents (“Releasees”) will have no duty to supervise, direct, control, organize, manage, approve, pay for, or reimburse me for any of the arrangements associated with my stay at my parents’ home. I further agree to release and indemnify the Releasees from any actions, claims, lawsuits, liability for damages, or other legal or equitable relief arising out of or related to my stay with my parents, including, but not limited to, responsibility for others’ acts of recklessness or negligence. I understand that this release covers liability, claims, and actions resulting entirely or in part by the acts or failure to act of the Releasees, including, but not limited to, negligence of Releasees.

I understand that although I have elected stay with my parents in their home that I am still responsible for attending all team meetings, practices, competitions, and other required ICA activities. I am also responsible for class attendance, tests and assignments. I have read this Release and Assumption of Risk and am familiar with its contents.

Signature

Printed Name

Date

Signature of Parent or Legal Guardian
If Student-Athlete is younger than 18

Date

RELEASE AND ASSUMPTION OF RISK – RETURN TRAVEL ONLY

I, _____ (name), am a student-athlete at Arizona State University. On _____ (date) the Arizona State University Department of Intercollegiate Athletics (“ICA”) will be transporting me to _____ (city, state) to participate in an ICA associated event. Although ICA has offered to provide me return transportation from _____ (city, state) to Tempe, Arizona, I choose NOT to accept ICA’s offer to provide return transportation and will instead return to Tempe, Arizona, on my own and at my own expense.

I agree to take full responsibility for my actions and expenses during my return trip. I am aware that there are certain risks and consequences involved in making my return travel arrangements. Examples of these risks and consequences include personal injury resulting from airplane and vehicular accidents; loss, academic consequences and inconvenience resulting from delayed arrival; and loss of personal property. I agree to assume these risks.

Arizona Board of Regents, Arizona State University, ICA, and their regents, officers, employees, and agents (“Releasees”) will have no duty to supervise, direct, control, organize, manage, approve, pay for, or reimburse me for any of the arrangements associated with my return trip to Tempe, Arizona. I further agree to release and indemnify the Releasees from any actions, claims, lawsuits, liability for damages, or other legal or equitable relief arising out of or related to my return trip to Tempe, Arizona, including, but not limited to, responsibility for others’ acts of recklessness or negligence. I understand that this release covers liability, claims, and actions resulting entirely or in part by the acts or failure to act of the Releasees, including, but not limited to, negligence of Releasees.

I understand that although I have elected arrange my own return to Tempe, Arizona that I am still responsible for attending all team meetings, practices, competitions, and other required ICA activities. I am also responsible for class attendance, tests and assignments. I have read this Release and Assumption of Risk and am familiar with its contents.

Signature

Printed Name

Date

Signature of Parent or Legal Guardian
If Student-Athlete is younger than 18

Date

**RELEASE AND ASSUMPTION OF RISK –
NOT TRAVELING WITH THE TEAM AND STAYING AT PARENTS' HOME
DURING COMPETITION**

I, _____ (name), am a student-athlete at Arizona State University. On _____ (date) the Arizona State University Department of Intercollegiate Athletics (“ICA”) has offered to transport me to _____ (city, state) to participate in an athletics contest. I choose NOT to accept ICA’s offer to provide transportation and housing and will instead travel on my own and at my own expense, as well as stay in the home of my parents.

I agree to take full responsibility for my actions and expenses during my trip. I am aware that there are certain risks and consequences involved in making my travel arrangements and staying at the home of my parents. Examples of these risks and consequences include personal injury resulting from airplane and vehicular accidents; loss, academic consequences and inconvenience resulting from delayed arrival; and loss of personal property. I agree to assume these risks.

Arizona Board of Regents, Arizona State University, ICA, and their regents, officers, employees, and agents (“Releasees”) will have no duty to supervise, direct, control, organize, manage, approve, pay for, or reimburse me for any of the arrangements associated with my transportation to the athletics contest and with my stay at my parents’ home. I further agree to release and indemnify the Releasees from any actions, claims, lawsuits, liability for damages, or other legal or equitable relief arising out of or related to my travel to and from the athletics contest, including, but not limited to, responsibility for others’ acts of recklessness or negligence. I understand that this release covers liability, claims, and actions resulting entirely or in part by the acts or failure to act of the Releasees, including, but not limited to, negligence of Releasees.

I understand that although I have elected arrange my own transportation and to stay with my parents in their home for the athletics contest, I am still responsible for attending all team meetings, practices, competitions, and other required ICA activities. I am also responsible for class attendance, tests and assignments. I have read this Release and Assumption of Risk and am familiar with its contents.

Signature

Printed Name

Date

Signature of Parent or Legal Guardian
If Student-Athlete is younger than 18

Date