Travel Policy

Matt Miller 4.1462
Matt Witty 4.1312

The Associate Athletic Director (Business) will maintain supervisory responsibility for the Athletic Travel Program. Select staff will provide operational support as requested. Coaches and athletic staff are expected to provide their full cooperation in all matters related to the travel program. Failure to comply with Travel Program rules and CSU guidelines will result in changes of employee ability to travel as a representative of SJSU Athletics.

The Athletic Travel Program is defined by three types of travel:

1. Team Travel
2. Recruiting Travel
3. Administrative travel

All team and administrative travel must have a travel approval form (Appendix) completed with all pertinent information and signed by the employee as well as the Associate Athletic Director (Business) before travel occurs. Once approval has been received, signed, and returned by the Business Office, you may proceed with booking the travel. The University will reimburse the traveler after a properly completed and approved travel expense claim (Appendix) is received by the University Travel Desk via the Athletic Business Office. Travel expense claim forms must be submitted to the University Travel Desk, via the Athletic Business Office, within 14 days of trip completion. The forms will then be audited for compliance with University and CSU policies. After completing the audit, the forms will be submitted for payment. The time frame for reimbursements is within 10 working days from the date the approved claim is received by the University Travel Desk. Travel reimbursement checks and balance checks will be mailed to the address on the expense claim by the University.

General Athletic Department Travel Procedures and Guidelines
The Athletic Department will adhere to all University and CSU travel guidelines. The Athletic Business Office, along with each sport/dept, will monitor travel budgets and expenditures. Coaches and athletic staff members are expected to be travel conscious yet maintain a reasonable and equitable level of travel. Coaches and athletic staff are responsible for planning their own travel and completing their own travel claims. The Athletic Business Office will monitor the travel approval process and will assist in travel planning and expense claim form preparation when needed.
Team Travel Guidelines

Athletic Teams will travel in an equitable manner to the extent which that is possible (realizing the differences in sports)

• Travel schedules must be approved by the Sr. Associate Athletic Director/CFO, or the Director of Athletics prior to procuring airline tickets, booking accommodations and/or ground transportation.
• Scheduling a non-conference event outside the Western United States must be justified and approved by the Director of Athletics.
• Travel budgets will be based on the approved travel schedule. Sports are expected to operate within this approved travel budget.
• Head coaches have full responsibility for their team’s travel and the welfare of each person when they are on the road. The Head Coach may assign an Assistant Coach or Director of Operations as a travel coordinator.
• Each team’s Travel Coordinator must confirm all travel arrangements and financial considerations with the Associate Athletic Director (Business) prior to the start of each team’s season.
• The team’s Travel Coordinator is required to submit a travel itinerary and a travel party roster to Compliance within 5 days of departure. Compliance will submit the roster to the Athletic Business Office for verification against budgeted travel plans.
• When there are changes in travel arrangements, the team’s Travel Coordinator is fully responsible for following through with adjusting travel arrangements plus notifying the Athletic Business Office of the changes.
• Teams must adhere to NCAA and WAC team travel squad size limitations in addition to San Jose State University Athletics’ travel party limitations.
• Changes to travel arrangements (party size, duration, etc) from what was originally budgeted, while approved, may be subject to expenditures from the team’s Sport Improvement Fund.
• The mode of transportation and whether an overnight stay is allowable is determined by the competition site location. See Page 5 of the Travel Policy for details. Contact the Athletic Business Office with questions.

All purchase requests for travel must be submitted on a travel approval form before booking any arrangements. These forms should be accompanied by airfare quote/contract, bus quote, and hotel quote and be submitted prior to the start of the season for each trip (excluding post-season travel unless it is known in advance that your team will be advancing).

• Please provide written estimates for all aspects of travel arrangements. You may proceed with booking reservations after the approved copy has been returned to you.
• Volunteer coaches are not permitted to travel with the team unless prior approval has been given.
• Departure time should be not be prior to the day before competition unless prior approval has been given.
Airfare:
• Contact each group desk directly, do not use travel agencies.
• Deposits or airfare purchases can be applied to the team card once travel has been approved. Cash Deposits may also be allowed using the team card once travel has been approved.
• If the airline gives you a favorable timeframe in regards to submitting travel party names before the travel date, it may be advantageous to pay the full amount of the approved airfare instead of the deposit. This will save time and resources in not having to deal with the bank, ATM fees, cashier’s check / money order, or tracking down the deposit from the airline after travel has occurred.

Bus/Ground Transportation:
• All bus expenses must be paid on a University Purchase Order; the team card cannot be used. A quote should be provided with the approval form to start the requisition process. San Jose State University must be listed as additionally insured on the bus company’s insurance policy for $5 million. The University will not create a PO for a bus company that does not add us to their insurance policy; travel will not be allowed with such a carrier.
• If you have a smaller travel party, inquire about the smaller buses (~28 passengers) as a larger 55 passenger bus may be unnecessary.
• Cash gratuities to drivers are permissible but verification needs to be provided on any tip over $20. Include driver’s name, company, company phone number and amount tipped.
• The team card can be used for airport shuttles and taxis. Airport shuttles and taxi’s require a receipt at all times.
• For any rental car needs, use the corporate Enterprise agreement currently in place through SJSU Athletics and the State of California. If Enterprise can not provide what you need, contact the Associate AD for Business for secondary options. The rental of 15-passenger vans has been banned by the CSU.
• The University will not reimburse for insurance on car rentals. If you choose to insure the vehicle, it will be a self-incurred expense. Renting through the CA state Enterprise Agreement ensure you that the vehicle will be properly insured. See Matt Miller for information pertaining to Enterprise.
• The University will not reimburse for GPS rentals. Please plan your routes before you travel. Any rentals with GPS charges will have the GPS charges deducted from the reimbursement.
• Athletics has made available the use of 12-passenger vans for local travel and trips to/from the airport. Please contact Matt Miller with dates you would like to use the vans. When using Departmental vans, it will be the coach’s responsibility to refuel and clean the van before returning to ABS.
**Hotel Info:**
- The Business Office has contacted hotels at WAC and common opponent sites and has created a list of reduced rates available to our teams. Please refer to your travel guide for the list of hotels and rates.
- Hotel rooms should not exceed $100 per night. If the hotel room is to exceed this amount, you must have prior approval from the Business Office. Detailed receipts are always required.
- All hotel incidentals need to be justified with a business purpose. Personal incidentals and entertainment can not be paid on the team card (movies, snacks, etc.)
- Employees traveling overnight in California (or various other states) on official State business are sometimes exempt from paying Transient Occupancy Taxes (Appendix). When making a reservation, provide the hotel or motel with a Hotel/Motel Transient Occupancy Tax Waiver and request an exemption certificate. Some metropolitan areas do not recognize SJSU as a State agency and therefore will refuse to grant the tax waiver. In either case, it is advisable to ask the representative in advance if they honor the exemption.
- Please contact Matt Miller if you need help finding hotels for any of your competition sites.

**Meals/Per Diem:**
- Meals and Per Diem should be in accordance with departmental regulations.
- Food, beverages, taxes, and tip should be figured into meals at restaurants when planning the trip. Meals that are in excess of the $5 breakfast, $10 Lunch, and $15 Dinner averages will be subject to reimbursement from your SIF account or no reimbursement at all.
- The SJSU travel desk requires justification for any extra meals (beyond the normal 3) and any snacks that are purchased. Itemized receipts are required for all meals. Alcohol is not permissible.
- Per Diem amounts for a full day of travel should be given as $5 for breakfast, $10 for lunch and $15 for dinner ($30 per day total.)
- Per Diem amounts will decrease for late departures (after 9 am, no breakfast allowance) or early return to campus (7 pm or earlier, no dinner allowance.) Please plan a per diem total for trip prior to departure to limit the number of ATM fees that will be imposed.
- All staff/players receiving per diem must sign and date the state approved per diem log (Appendix).
- You may not give per diem and purchase a team meal for the same meal.

**Miscellaneous Expense:**
- Only goods/services that are vital to the team, trip, or San Jose State business should be purchased.
• Entertainment expenses are not valid business expenses and should not be placed on the team card or travel claim. These types of purchases must be on your personal card; however, these expenses may be subject to reimbursement through your SIF fund upon return.
• Goods and services such as team laundry, and rental car gas. All internet charges will be subject to SIF reimbursement.

All travel policies are subject to change by the Athletic Business Office throughout the year. Proper notification will be given to all employees.

Competition Site Locations (Mode of Transportation/Hotel Stay)

**Ground transportation (Bus or Van/NO overnight stay)**
Santa Clara (Santa Clara University)
Palo Alto (Stanford)
Berkeley (Cal)
Moraga (St. Mary’s)
Hayward (Cal State East Bay)
Santa Cruz (UC Santa Cruz)
San Francisco (USF & St State)

**Ground Transportation (Bus or Van/Overnight Stay)**
Stockton (Pacific)
Davis (UC Davis)
Sacramento (Sacramento St)
Fresno (Fresno St)
Chico (Chico St)
San Luis Obispo (Cal Poly SLO)
Santa Barbara (UC Santa Barbara)
Los Angeles Area

**Air Transportation/Overnight Stay**
Outside California
Los Angeles Area
San Diego Area

Recruiting Travel Guidelines
• Head coaches have full responsibility for their team’s recruiting travel.
• The Head Coach may assign as Assistant Coach as Recruiting Coordinator.
• All coaches and athletic staff are expected to adhere to NCAA recruiting rules and regulations.
• Head coaches should monitor recruiting expenditures to ensure that money is available either from their sports budget or their Sports Improvement Fund.
• Recruiting meals must adhere to the Per Diem limits listed above. All single day travel Per Diem will be taxed as income per CSU guidelines.
• Recruiting expenditures above the individual sport’s budget must be funded with Sport Improvement Funds. All sports will have access to trade-outs (hotel rooms and meals) to the extent that they are available.
• Official on-campus recruits must receive compliance approval (Official visit approval form) prior to their visit. The Athletic Business Office will not authorize arrangements for on-campus recruits without compliance approval.
• Expenses associated with NCAA compliance violation(s) will not be reimbursed.

Coaches have the option to buy recruiting airfare using their respective team card (for those teams who don’t have a recruiting airfare card). This will save your staff from having to front personal airfare money either for recruits or for staff recruiting travel. In order to take advantage of this opportunity follow the guidelines listed below.
• Turn in travel approval with copy of tentative itinerary attached; allow 7-10 days for compliance to determine if recruit is eligible to attend SJSU.
• Once Compliance and Associate AD for Business have signed off on travel approval you may proceed with booking the flight using your team card or the new alternative listed below.
• Within 2 days of booking turn in travel claim with airfare to Matt Miller so the Business Office can maintain a record of the purchase.

Rental Car Info:
• For any rental car needs, use the corporate Enterprise agreement currently in place through SJSU Athletics and the State of California. If Enterprise can not provide what you need, contact the Associate AD for Business for secondary options.
• The University will not reimburse for insurance on car rentals. If you choose to insure the vehicle, it will be a self-incurred expense. Renting through the CA state Enterprise Agreement ensure you that the vehicle will be properly insured. See Matt Miller for information pertaining to Enterprise.
• The University will not reimburse for GPS rentals. Please plan your routes before you travel. Any rentals with GPS charges will have the GPS charges deducted from the reimbursement.

Matt Miller 8/11/10
Hotel Info:

- Hotel rooms should not exceed $100 per night including tax. If the hotel room is to exceed this amount, you must have prior approval from the Business Office. Detailed receipts are always required. All hotel incidentals need to be justified with a business purpose.
- Employees traveling overnight in California (or various other states) on official State business are sometimes exempt from paying Transient Occupancy Taxes. When making a reservation, provide the hotel or motel with a Hotel/Motel Transient Occupancy Tax Waiver (Appendix ) and request an exemption certificate. Some metropolitan areas do not recognize SJSU as a State agency and therefore will refuse to grant the tax waiver. In either case, it is advisable to ask the representative in advance if they honor the exemption.
- Please see Matt Miller if you need advice on hotels in the area you will be recruiting in.

Meals/Per Diem:

- Meals and Per Diem should be in accordance with departmental regulations.
- Per Diem amounts for a full day of travel should be given as $5 for breakfast, $10 for lunch and $15 for dinner ($30 per day total). All single day travel will be taxed.
- Food, beverages, taxes, and tip should be figured into meals at restaurants when planning the trip. Meals that are in excess of the $5 breakfast, $10 Lunch, and $15 Dinner averages will be subject to no reimbursement at all or reduced to the $5, $10, $15 limits.
- Per Diem amounts will decrease for late departures (after 7 am, no breakfast allowance) or early return to campus (7 pm or earlier, no dinner allowance).
- For single day trips only, lunch will not be reimbursed. Depending on travel times, breakfast and dinner may be approved for reimbursement. Any meal reimbursement on a trip of less than 24 hours travel is reported to Human Resources Payroll which in turn reports it to the State of CA W-2 Office and subsequent/proper taxes will be assessed on your next pay period.
- Alcohol is not permissible.

Miscellaneous Expense:

- Only goods/services that are vital to the trip or San Jose State business should be purchased.
- Entertainment expenses are not valid business expenses. These types of purchases must be on your personal card and will not be reimbursed.
- Goods and services such as rental car gas, and evaluating packets are all valid business expenses.
• There will be limited mileage reimbursement for those individuals who receive a car stipend.

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Administrative Travel

• Administrative travel includes all non-team and non-recruiting department travel. Types of administrative travel include: NCAA meetings, WAC meetings, athletic organization meetings, coaches media day events, and fundraising trips.
• Coaches and athletic staff must receive prior approval from the business office for administrative travel.
• Approved administrative travel expenditures will be charged to the respective departmental administrative travel budget. All administrative travel requests are contingent upon the availability of funds. Travel advances are not available for administrative travel. All approved expenses will be reimbursed upon completion of travel.
• International travel must comply with University travel procedures. All international travel requests need to be signed off, in advance, by the Director of Athletics.

Rental Car Info:
• For any rental car needs, use the corporate Enterprise agreement currently in place through SJSU Athletics and the State of California. If Enterprise cannot provide what you need, contact the Associate AD for Business for secondary options.
• The University will not reimburse for insurance on car rentals. If you choose to insure the vehicle, it will be a self-incurred expense. Renting through the CA state Enterprise Agreement ensure you that the vehicle will be properly insured. See Matt Miller for information pertaining to Enterprise.
• The University will not reimburse for GPS rentals. Please plan your routes before you travel. Any rentals with GPS charges will have the GPS charges deducted from the reimbursement.

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request an exemption certificate. Some metropolitan areas do not recognize SJSU as a State agency and therefore will refuse to grant the tax waiver. In either case, it is advisable to ask the representative in advance if they honor the exemption.

- Please see Matt Miller if you need advice on hotels in the area where you are traveling.

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- Per Diem amounts for a full day of travel should be given as $5 for breakfast, $10 for lunch and $15 for dinner ($30 per day total). All single day travel will be taxed.
- Food, beverages, taxes, and tip should be figured into meals at restaurants when planning the trip. Meals that are in excess of the $5 breakfast, $10 Lunch, and $15 Dinner averages will be subject to reduction to $5, $10, $15, or no reimbursement at all.
- Per Diem amounts will decrease for late departures (after 7 am, no breakfast allowance) or early return to campus (7 pm or earlier, no dinner allowance.)
- For single day trips only, lunch will not be reimbursed. Depending on travel times, breakfast and dinner may be approved for reimbursement. Any meal reimbursement on a trip of less than 24 hours travel is reported to Human Resources Payroll which in turn reports it to the State of CA W-2 Office and subsequent/proper taxes will be assessed on your next pay period.
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- Goods and services such as rental car gas and tolls are all valid business expenses.
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