L. TRAVEL INFORMATION

AUTHORIZATION OF TRAVEL

The Legislature creates laws governing travel, the Montana Department of Administration prescribes regulations to follow, and effective managerial controls and enforcement rest with Montana State University. MSU-Bozeman requires that Department of Intercollegiate Athletics expenditures be in accordance with the State of Montana as well as University policies and regulations. Within these guidelines, the Department must establish a positive system of internal control over travel transactions. At MSU-Bozeman, control of travel is established by requiring that travel authorizations and/or travel expenses be approved by the appropriate budget authority and supervisor. Please see the Athletic Business Office staff for specific departmental policies.

Travel expenses are charged to the appropriate University budget/account in the year in which the travel occurs. Prepayment of registrations and airline tickets are allowable when there is a direct savings to the University. However, these prepaid expenses will not be charged against the budget/account until the year the travel occurs.

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• Travel Authorization Procedure/Forms

The Travel Request and Justification Form [Appendix T] establishes the authorized expenses, methods of transportation, request for travel advance and purpose of travel for MSU employees. This form must be completed with authorized signatures, including NCAA Compliance, PRIOR to incurring any expenses for travel. An estimation of the total expenses for the trip must be defined. Any request for a cash advance to cover expenses such as per diem meals should be submitted as well.

• Travel Advances

Should a cash advance be requested, the Athletic Business Office will submit the approved Travel Justification form to University Business Services (UBS) for acquisition of the advance. Travel advance requests are given priority by the ABO and are processed as quickly as all required signatures are obtained. To guarantee that travel advances are received in a timely manner, it is necessary to submit the request at least fourteen (14) working days in advance of the departure date. Upon receipt of travel advances, the ABO makes a copy of the check to include with the travel reconciliation report. The appropriate party is then notified that their check can be obtained in the ABO.

It is important to remember that trades should always be used as a preference to cash. Please check with the ABO for availability of trades for meals, lodging and transportation (vans, rental cars, etc.).

TEAM TRAVEL EXPENSE VOUCHER

Prior to making any travel arrangements for team travel, the Team Travel Approval Form [Appendix U] MUST be submitted to and approved by the Associate Athletic Director for Compliance. The ABO will not process any payments for team travel without this approved form.
To receive a cash advance for team travel a Team Travel Request and Disbursement Form [Appendix V] must be submitted to the ABO. At least 14 working days are required to process paperwork prior to trip.

A completed Team Travel/Recruiting Expense Report Form [Appendix W] should be signed by the traveler and submitted to the Athletic Business Office within three (3) working days following the end of the travel period.

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Every effort will be made to reimburse travel expenses to the traveler within fourteen (14) working days of receiving the properly completed paperwork.

• Team Travel Party

Overnight travel will have limits on the number of support staff traveling as follows:

1. Sports Medicine—determined by the risk of injury or the current year demands in each sport as determined by the Head Athletic Trainer.

2. Athletic Media Relations—determined by the statistics required and by the demand created by media and other groups covering the event. An Athletic Media Relations staff member will travel to conference and NCAA championships in all sports as determined by the Director of Athletics.

3. Team Manager—determined by the size of the squad and the amount of equipment needed by the team.

• Per Diem

Team Travel
Regarding team travel, each member of the travel party will receive a maximum of $23 per day for in-state travel, as set by the State of Montana. This will be divided as follows: breakfast $5; lunch $6; and dinner $12. Per diem for out-of-state travel is $36 per day (State of Montana limit). This will be divided as follows: breakfast $7; lunch $11; and dinner $18. The per diem cannot be compromised to save money for another budget item. If additional funds are required based on travel to specific locations, it is necessary to place the request in writing to the Director of Athletic Business Operations.

Regarding recruiting and professional travel, this funding is limited to employees in permanent budgeted positions. All administrators and coaches will be entitled to the per diems outlined above. These amounts are determined by the State of Montana and monitored by University Business Services and are not negotiable by location.

• Lodging

Effective 10/1/07, reimbursement for lodging is based on federal per diem schedules and is actual cost NOT TO EXCEED the prescribed maximum standard rate for the location plus taxes. This rate is currently $70.00 per night unless it is in a prescribed “high cost” area. These areas are defined on the University Business Services website. When lodging exceeds the maximum allowable charge in an area not designated “high cost” the section regarding justification for this must be completed on the Travel Justification Form [Appendix T].
• Mileage

The Department of Intercollegiate Athletics has determined it will reimburse for gas receipts as opposed to mileage UNLESS previously approved by the Director of Athletic Business Operations PRIOR to the trip.

Effective January 1, 2009, professional use of personal vehicles will be reimbursed at the University rate of $.55 per mile for the first 1,000 miles driven in a calendar month and $.52 per mile thereafter, only if a Motor Pool vehicle is unavailable. If a Motor Pool vehicle is available, and an employee chooses to use a personal vehicle, mileage is reimbursed at $.265 per mile.

T. MSU CAR/VAN POLICIES & PROCEDURES

The Director of Athletics or his/her designee shall have the responsibility to verify the type of vehicle recommended for use for athletic travel is in compliance with this policy. Coaches are responsible for developing their season travel plans, to include recommended vehicle types, and gaining written approval from the appropriate Senior Associate or Associate Director of Athletics in advance of the season or subsequent schedule change. Coaches will consider the type of travel necessary to comply with the institutional policy on missed classes. Post-season travel shall be handled according to NCAA guidelines and approval by the Director of Athletics or his/her designee.

General Requirements: Coaches, assistant coaches, student trainers, and student managers, may drive vehicles used for team travel, if the specific requirements for the vehicle are met. Drivers must be insurable. Drivers shall not use alcohol during operation of motor vehicles.

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For other team travel needs the Department is able to use vehicles from the University Motor Pool as well as local rental agencies. Head Coaches or designee(s) are responsible for making all transportation arrangements for their respective sports.

1. TIME, MILEAGE, AND SAFETY RESTRICTIONS
Team travel involving coaches driving cars/vans extended driving distances to and from competition will only be allowed to drive between the hours of 6:00am and 10:00pm, but not longer than ten (10) continuous hours even if there is more than one coach to drive. It is strongly recommended that rest breaks are taken at a minimum of every four (4) hours to stretch, use rest room facilities, etc. Coaches will be required to arrange for additional nights lodging, as well as meals accordingly when these limits are reached. In the event that circumstances arise that would warrant a waiver of this policy, permission may be granted by the athletic administration.

This policy is to minimize risk of drivers/coaches driving over long periods of time and/or late at night becoming overly fatigued, as well as the safety and well being of the coaches and athletes. In addition, coaches must use common sense in terms of driving conditions and err on the side of caution when weather or other situations occur that would deem travel unsafe. It is imperative that coaches schedule competition as to have student-athletes miss the least amount of class time as possible, however, the coaches’ and student-athletes’ safety takes precedence.

2. TYPES OF VEHICLES USED FOR TEAM TRAVEL AND REQUIREMENT FOR OPERATION
The following types of vehicles shall be approved for athletic team travel under the conditions noted:

- Automobiles/Minivans (specific requirements)

  1. Drivers must be at least 21 years of age, have a valid and approved driver's license and be rested.

- Twelve and Fifteen Passenger Vans (specific requirements)

  1. Drivers must be at least 21 years of age, have a valid and approved driver's license and be rested.

  2. All drivers must complete the MSU defensive driving course offered by MSU Safety and Risk Department.

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3. Twelve passenger vans shall be loaded with no more than eight (8) passengers and equipment. Fifteen passenger vans shall be loaded with no more than ten (10) passengers and equipment.

3. MOTOR POOL VEHICLES
The Montana State University Motor Pool maintains a fleet of vehicles for rental by departments. Compact cars, sedans, minivans (7 passengers), carry-all (9 passengers or may remove seats for more cargo area), maxi-vans (15 passengers or may remove seats for more cargo area), cargo vans and trucks are available to rent. All drivers must have a valid license. Each Head Coach/designee reserves the vehicle with the Motor Pool. Reservations are appreciated two weeks in advance and requisitions must arrive at the Motor Pool before the pick up date for the vehicle. Hours are 7:00AM to 5:00PM Monday through Friday. Vehicles must be picked up during these business hours, or arrangements may be made to pick up keys during this period. Vehicles may be dropped off at any time, using the after-hours key drop.

4. CHARTER BUS
Charter bus service is arranged through the designated travel coach with assistance from the ABO. Information for team trips is taken from the sport budgets and sent to the charter services for bid. Once the charter service is selected the charter service prepares individual contracts for each trip. These contracts are distributed to the individual sports to review and revise, and then approved. Approximately three (3) business days before the departure, the sport and/or administrative assistant is responsible for faxing a detailed itinerary to the charter service indicating place and time of departure, accommodations while at the competition site, any daily responsibility of the driver to transport the teams, and date and time of departure from site and return to Bozeman. Sports are required to reserve and pay for the bus driver’s motel room in the same motel as the team, or if that is not possible, an adjacent motel. Trips required that were not on the original bid may be secured by calling the charter service directly.
A team requiring charter bus service during a trip where they have used air travel to get to the competition site, the individual coaches and/or administrative assistants are responsible for securing these charter services. The host institution often will provide suggestions for local charter service that may be used to meet the teams at the airport and transport them while they are at the competition site.

5. CHARTER AIR
The sport administrator and/or Director of Athletics must approve charter air service. Requests may be submitted to the MSU Purchasing Department for bid IX-83
preparation. The individual sport and/or administrative assistant is responsible for faxing a detailed itinerary to the charter service. Some air charter services require a deposit before the trip and payment upon conclusion of the trip, which is paid by Banner Payment Authorization by the Athletic Business Office.