

## **MSHS Athletics Travel Policy-Overnight Trips or Extended trips(6+hours)**

It is the coach's responsibility to comply with the Travel Policies for Madison Southern Athletics and Madison County Schools. The Athletic Director will be responsible for accurately reviewing travel documents for compliance with required policies and procedures. The school principal, school board, and superintendent have the final say on transportation policies.

Propriety should be exercised when incurring travel expenses. Expenses incurred while in official school travel will be reimbursed only if the expenses are properly authorized, reasonable, and documented. Expenses incurred by a traveler that does not comply with procedures are the responsibility of the traveler. Coaches and staff are expected to be fiscally responsible at all times during travel.

The coach shall be responsible for planning and how to pay for students to eat while on any given trip. As a general guide please use the following: ten dollars for lunch and breakfast and \$25.00 for dinner will be the allotted amount per student per day. For a more detailed description and amounts please refer to the U.S. General Services Administration [GSA WEBSITE](#).

### **Expense Report for Athletics Team Travel**

The coach is responsible for completing an expense report and having copies of receipts for all students no later than 15 days after the trip.

### **Required Travel Documentation**

Prior to travel, the coach must provide a complete and final copy of the Travel Itinerary with the Official Travel Party Roster to the Athletic Director. The Travel Itinerary with Official Travel Party Roster must be dated, contain a complete travel schedule, and include the following information:

- Date and time of departure and departure location.
- Mode of transportation, name of carrier, and carrier contact information.
- Lodging information including address, and telephone number.
- Rooming list for all travelers.
- Contact numbers for coaching staff and other official staff members traveling with the team.
- Date and time of return and return location.
- The Official Travel Party Roster must list each person traveling with the team and must be listed by name and purpose of travel. Only persons whose names are on the approved list may travel with the team. This includes guests traveling with the team in addition to all student-athletes, coaches, and staff members.

### **Transportation Methods for Athletics Team Travel**

The method of transportation is selected by the head coach and must comply with all Madison County School Board policies. The traveling group must have the availability of budgeted funds. When choosing transportation, the following factors must be considered: Safety, impact on academics, number of travel days, expense, availability, distance, and budget.

Bus or shuttle transportation services are recommended for Athletic Team Travel.

Student-athletes not traveling with the team either to or from competition, must sign a Release of Liability Waiver which must be approved by Madison County Schools and be approved by the school administration

### **Air Travel**

- Air travel via commercial airlines is allowable for travel with proper approval from Madison County Schools.

### **Lodging for Athletics Team Travel**

- Lodging rates should not exceed two hundred and fifty dollars per room. Rates vary according to the destination city and can be adjusted for inflation costs. For accurate lodging rates, please check the General Services Administration (GSA) per diem rates website. Rates are based on a per person, per day.
- As a general guideline, no more than 3 student-athletes may be assigned to a room, one per bed. Special circumstances may occasionally arise in which more than 3 to a room will be authorized.
- Single rooms are reserved for head coaches only except in a situation where travel circumstances and/or gender mix dictates other arrangements.
- Sales tax is not to be paid on in-state hotel charges.

### **Meals**

- Group meals may be provided and are encouraged for staff and student-athletes.
- Group meals may be purchased in advance for groups. These meals should still fall within the per diem guideline for student meals. It is the responsibility of the coach to keep an itemized receipt for all funds.
- The total may not exceed the per diem per day rate amounts for the number of people traveling. No reimbursement is given to an individual when a group meal is provided without prior written approval.
- The allowance amount for meals is determined by the Athletic Director but cannot exceed the per day for meals [General Services Administration \(GSA\) per diem rate](#). The Athletics Department may deem a lesser per diem amount as the maximum allowable due to budget availability but the amount cannot be greater.
- Tips on group meals may not exceed 20%.