



Following an away from home competition, it is the responsibility of a coach or director of operations to complete the Team Travel Reconciliation Form in its entirety to the Athletic Business Office. This Tip Sheet is intended to be a guide for the Athletic Business Office and Sport AD in reviewing Team Travel Reconciliations. If there are any questions or concerns related to a team travel reimbursement, contact the Office of Compliance Services.

## TRANSPORTATION

**Departure:** Teams must adhere to institutional policy related to missed class time. The NCAA no longer has a defined departure time of no more than 48 hours prior to contest.

**Return:** Teams must adhere to institutional policy related to missed class time. The NCAA no longer has a defined return time of no more than 36 hours after the conclusion of the contest.

**Travel Party:** Only student-athletes that are eligible for competition may receive expenses associated with an away from home competition.

The Southeastern Conference has established limitations on the number of student-athletes that may travel to an away from home contest against another SEC institution. See [SEC Figure 17-1](#).

The NCAA limits the number of student-athletes that may participate in a NCAA Championship, but does not limit the number that may travel and receive expenses.

Include on the [TEAM TRAVEL ROOMING LIST FORM](#) institutional and non-institutional staff members who receive benefits (transportation, meals, lodging) during team travel.

## MEAL OPTIONS

**Traditional:** Limited to Breakfast, Lunch, and Dinner on non-competition days. On the day of competition a student-athlete may Breakfast, Lunch, Dinner, and an Additional Meal. Per-Diem may be provided in lieu of Breakfast, Lunch, Dinner, not to exceed the institutional rate. A maximum of \$15 may provided in lieu of the Additional Meal. If a meal is provided by an outside source (e.g. host institution, tournament, gift in kind) it must count as one of the meals provided for that day.

**Nutritional Supplements/Fruits/Nuts/Bagels:** Teams that elect to utilize the Traditional Meal Option may provide nutritional supplements (approved by the Sports Dietician), fruit, nuts, bagels, spreads, and traditional breakfast items at any time. Note that this does not allow a team to provide any additional items (trail mix, snacks, chocolate covered raisins, smoked salmon, etc.) to accompany the nutritional supplements, fruit, nuts, and bagels.

**Discretionary:** Meals provided utilizing the Discretionary Meal Option are not limited in the frequency or quantity during team travel. Coaches/Athletics Staff should purchase all meals for student-athletes. Cash may not be provided in lieu of the meals.

**Walk-Away Meal/Money:** Teams that elect to utilize the Discretionary Meal Option may provide a walk-away meal (e.g. boxed lunch, pizza, etc.) for the team upon return to campus

**Nutritional Supplements/Fruits/Nuts/Bagels:** Teams that elect to utilize the Discretionary Meal Option may provide nutritional supplements (approved by the Sports Dietician), fruit, nuts, and bagels at any time. Note that this option allows a team to provide other items that are not on the approved nutritional supplement list (i.e. trail mix, snacks) because the student-athletes are allowed to be fed at the discretion of the institution.

**One Option:** A team must declare a meal option for each trip. The team is then locked into that meal option for the duration of the trip and may not switch between the Traditional Meal Option and Discretionary Meal Option.



## HOTELS

**Rooming List:** Rooming list must contain the names of anyone utilizing team travel or accommodations. The list must also include the following:

- Affiliation of each traveler (e.g., student-athlete, coach, trainer, sport administrator)
- Hotel name(s)
- Check in and check out date(s)

**Incidental Expenses (i.e. - movies, room service, telephone charges):** Student-Athlete (rather than the student-athlete's institution) are required to pay for incidental expenses incurred in conjunction with a hotel bill for team travel, unless the expenses fall within the permissible actual and necessary expenses the student-athlete may receive for team travel.

## ENTERTAINMENT

**Entertainment:** Teams may provide reasonable entertainment during the 20 hour per week segment. Entertainment may not be provided in conjunction with skill instruction or during the 8 hour per week segment. Cash may not be provided to student-athletes as part of the entertainment. Student-Athletes may not miss class for team entertainment. When planning entertainment for your team, please work with your compliance contact and sport AD for approval.

**NCAA Champ.:** Teams may be provided a maximum of \$30 per day for unitemized incidental expenses during travel and practice for NCAA championship events, not to exceed the maximum number of days of per diem allowed for the involved championship. The \$30 per day may be provided only after the institution's team departs for or reports to the site of the championship.

**Bowl Game:** Teams may be provided a maximum of \$30 per day for unitemized incidental expenses during travel and practice for a bowl game, not to exceed ten days. The \$30 per day may be provided only after the institution's team departs for or reports to the site of bowl game.

## MISCELLANEOUS

**Benefits to Parents of SAs:** Parents of student-athletes should not be provided benefits associated with an away from home competition, unless it is approved by the Office of Compliance Services.

**Benefits to PSAs:** Prospective Student-Athletes (PSAs) should not be provided benefits associated with an away from home competition, unless it is approved by the Office of Compliance Services.

## PRACTICE

**Expenses:** The University of South Carolina may provide actual and necessary expenses (e.g., transportation, meals) for a student-athlete to participate in practice, including practices that take place at a site other than the institution's normal practice facility. Such practices must be approved by Compliance and Sport AD. Student-Athletes may not miss class for practice activities.