



Following recruiting travel, it is the responsibility of the coach to complete the Travel Reimbursement 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 Recruiting Travel Reimbursements. If there are any questions or concerns related to recruiting travel reimbursement, contact both the Office of Compliance Services and the Sport AD.

## DOCUMENTATION

### Request For Recruiting Travel (RFRT)

The RFRT approved by the Office of Compliance Services (OCS) must be included in the reimbursement paperwork.

*If a reimbursement packet does not include a RFRT, hold the reimbursement and notify the coach the reimbursement will not be processed until the RFRT is included in the reimbursement packet.*

Do the dates the coach travelled match the travel dates on the RFRT?

*If no, notify OCS about any discrepancies.*

Do the travel destinations match those listed on the RFRT?

*If no, notify OCS about any discrepancies.*

### Contact/Evaluation Reports

A JumpForward Contact/Evaluation Report for the period of travel must be included in the reimbursement paperwork.

*If a reimbursement packet does not include a JumpForward Contact/Evaluation Report, hold the reimbursement and notify the coach the reimbursement will not be processed until the report is included in the reimbursement packet.*

### Transportation

Transportation must be documented to determine the modes of transportation (*taxi, train, mileage reimbursement, etc.*) used on the trip and the source of transportation if the coach did not request reimbursement. *Notify OCS if the coach did not request reimbursement for his/her transportation expenses.*

### Lodging

Lodging must be documented to determine overnight lodging (*if applicable*) during the trip and the source of lodging if the coach did not request reimbursement. *Notify OCS if the coach did not request reimbursement for his/her lodging expenses.*

### Meals

Meals must be documented to determine meals (*per diem or meals purchased*) on the trip and the source of the meal if the coach did not request reimbursement. *Notify OCS if the coach did not request reimbursement for his/her meal expenses.*

### Receipts

Receipts for all items purchased should be included in the reimbursement paperwork.

### Flight Manifest

When using the institutional plane, a copy of the flight manifest should be included in the reimbursement paperwork.

## BENEFITS

### Non-USC Staff

A detailed explanation should be included for any benefits, meals, goods, or services purchased for non-USC staff members should be included in the reimbursement paperwork. *Notify OCS and Sport AD if there were any benefits, meals, goods, or services provided to non-USC staff members.*

### Gift-In-Kind

Any items that are provided to the coach free of charge should be documented with a Gift-In-Kind Form. The University of South Carolina must pay or reimburse the coach for all recruiting expenses. *Notify OCS if the Gift-In-Kind Form is missing.*

### Source of Benefits

Recruiting tournaments and events cannot provide transportation, lodging, or other benefits to coaches as an inducement for the coach to attend the event. *If the tournament or event provided any benefits (lodging) notify OCS.*

## BASKETBALL

### Event Packets

The price of an event packet and the price of admission to the event must be listed on the event certification application and the prices must be made available to coaches prior to their arrival at the event. *Notify OCS and Sport AD if the price of an event packet exceeds \$300.*