

Sport: \_\_\_\_\_

Opponent: \_\_\_\_\_

Dates: \_\_\_\_\_

Location: \_\_\_\_\_

**\*\*Indicate which option your team chose\*\***

<input type="checkbox"/> Home Competition	<input type="checkbox"/> Away Competition Meal Option	<input type="checkbox"/> Away Competition Per Diem Option	<input type="checkbox"/> Vacation Period (SA staying on campus)
<ul style="list-style-type: none"> <li>• May provide SAs with meals at the institution's discretion</li> <li>• Begins evening before day of competition</li> <li>• Ends with start of competition</li> <li>• <u>After competition is over, S/A's can be provided \$15 or a meal, but not BOTH.</u></li> <li>• No other cash may be given</li> </ul>	<ul style="list-style-type: none"> <li>• May provide SAs with meals at the institution's discretion</li> <li>• Begins when SAs report</li> <li>• Ends with SAs release</li> <li>• <u>At the time of release S/A's can be provided \$15 or a meal, but not BOTH.</u></li> </ul>	<ul style="list-style-type: none"> <li>• 3 meals per day</li> <li>• Extra "pre/post-game" meal on day of competition</li> <li>• If per diem is provided for the Pre/Post game meal, it can not exceed \$15.</li> <li>• Per diem <u>may</u> be given in lieu of a meal, but cannot provide both</li> </ul>	<ul style="list-style-type: none"> <li>• 3 meals per day</li> <li>• Per diem <u>may</u> be given in lieu of a meal, but cannot provide both</li> <li>• An additional meal per day may be provided – <u>no</u> per diem in lieu of this meal</li> </ul>

**Per Diem Information**

Per Diem sheet attached?  Yes  No  
 Did each S/A sign for the per diem received?  Yes  No  
 All S/A's receive the same amount of per diem?  Yes  No  
 If not, please explain \_\_\_\_\_

**AWAY COMPETITION ONLY:**

Date/Time of Departure: \_\_\_\_\_ Date/Time of Return: \_\_\_\_\_

Hotel Name: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_ Name of Carrier: \_\_\_\_\_

**Hotel Incidentals:**

Were there any incidental internet charges?  Yes  No

Please Explain: \_\_\_\_\_

Were there any additional hotel charges?  Yes  No

Please Explain: \_\_\_\_\_

**Entertainment:**

Was any entertainment provided?  Yes  No

If so, did this entertainment occur within a 100 mile radius of the competition site, or route to/from contest?

Please detail: \_\_\_\_\_

**16.8.1 Permissible Expenses Provided by the Institution for Practice and Competition.** An institution, conference, or the NCAA may provide actual and necessary expenses to a student-athlete to represent the institution in practice and competition (including expenses for activities/travel that are incidental to practice or competition). In order to receive competition-related expenses, the student-athlete must be eligible for competition. (Revised 1/19/13 effective 8/1/13)

**16.5.2 Permissible Housing and Meals.** Identified housing and meal benefits incidental to a student's participation in intercollegiate athletics may be financed by the institution are:

(d) **Meals and Snacks Incidental to Participation.** An institution may provide meals and snacks to student-athletes as a benefit, incidental to participation in intercollegiate athletics. An institution shall not provide student-athletes with a meal or snack and cash for the same meal or snack. (Revised 4/24/14)

(2) **Meals in Conjunction with Home Competition.** All student-athletes are permitted to receive meals at the institution's discretion beginning with the evening before competition and continuing until they are released by institutional personnel. An institution shall not provide cash to student-athletes in lieu of meals during this time period. An institution, at its discretion, may provide a meal or cash (not to exceed \$15), but not both, to student-athletes at the time of their release by institutional personnel. (Revised: 4/25/02, 4/29/04, 5/2/05, 5/9/06, 12/12/06, 4/24/08 effective 8/1/08)

(3) **Meals in Conjunction With Away-from-Home Competition.** An institution may provide meals to student-athletes in conjunction with away-from-home competition pursuant to one of the following options: (Revised: 5/9/06, 4/24/08 effective 8/1/08, 9/24/09)

(i) All student-athletes are permitted to receive a pregame or postgame meal as a benefit incidental to participation in addition to regular meals (or meal allowances per institutional policy). An institution, at its discretion, may provide cash, not to exceed \$15, in lieu of a postgame meal; or

(ii) All student-athletes are permitted to receive meals at the institution's discretion from the time the team is required to report on call for team travel until the team returns to campus. If a student-athlete does not use team travel to return to campus, he or she may receive meals at the institution's discretion up to the point he or she is released from team-related activities by the appropriate institutional authority. An institution shall not provide cash to student-athletes in lieu of meals under this option before their release. An institution may provide a meal or cash (not to exceed \$15), but not both, to a student-athlete at the time of his or her release by the institutional authority, regardless of whether he or she uses team travel to return to campus.

**16.8.1.1 Incidental Expenses at NCAA Championships, National Governing Body Championships in Emerging Sports and Bowl Games.** An institution may provide \$30 per day to each member of the squad to cover un-itemized incidental expenses during travel and practice for NCAA championship events or national governing body championship events in emerging sports, during a period limited to the maximum number of days of per diem allowed for the involved championship, or, for postseason bowl contests, for a period not to exceed 10 days. The \$30 per day may be provided only after the institution's team departs for or reports to the site of the championship or postseason bowl contest. (Revised: 1/16/93, 1/10/95, 1/14/97, 2/1/05, 4/28/11 effective 8/1/11)

