



**CLEMSON UNIVERSITY ATHLETIC DEPARTMENT
TRAVEL & ENTERTAINMENT POLICY**

2020-2021

**CLEMSON UNIVERSITY ATHLETIC DEPARTMENT
TRAVEL & ENTERTAINMENT POLICY**

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CLEMSON UNIVERSITY ATHLETIC DEPARTMENT
TRAVEL & ENTERTAINMENT POLICY

Summary of Recent Changes

1/1/21: Mileage rate is \$0.56 per mile for personal vehicles and \$0.31 per mile for courtesy vehicles (Ground transportation section, pg. 4)

1/1/20: Mileage rate is \$0.575 per mile for personal vehicles and \$0.325 per mile for courtesy vehicles (Ground transportation section, pg. 4)

9/26/19: A new employee has up to 90 days to attend the defensive driving class. They are allowed to operate the vehicles in the meantime. (Ground Transportation section, pg. 5)

7/1/19: Increased in-state and out-of-state per diem rates (Per Diem section, pg. 3)

CLEMSON UNIVERSITY ATHLETIC DEPARTMENT
TRAVEL & ENTERTAINMENT POLICY

The following are reminders of our travel and entertainment related policies and procedures and our related cost containment initiatives for your review. Please take time to re-familiarize yourself with the guidelines. Compliance with these policies and procedures is mandatory for all Athletic Department staff members.

TRAVEL AUTHORIZATION:

- **A Travel Authorization form (see appendix) must be completed and approved prior to booking any travel. These forms must be completed and signed electronically.**
 - **Individual Travel Authorization Form:** Must include the sport/dept., name of requestor, dates, destination and purpose of trip along with any estimated costs
 - **Team Travel Authorization Form:** Must include sport, dates, destination, travel party, estimated costs and any travel advance
- The electronic forms and corresponding instructions can be found on the department website www.clemsontigers.com/cuadforms or by going to **www.clemsontigers.com → Inside Athletics → ATH DEPT Forms.**
- Employees may earn **travel reward points for individual travel** (recruiting, conferences, etc.), but they **cannot earn points for team travel.**
- Travelers **will not be reimbursed for expenses paid with personal funds until after the completion** of the trip. This includes registration fees, hotel rooms, airfare, etc. The P-Card is available for advance payment of travel expenses.
- It is imperative that employees know and comply with all NCAA rules that govern allowable expenses for student athletes. When in doubt, contact the Athletic Department Compliance Office for guidance.

TRAVEL VOUCHERS:

- In order to be reimbursed for expenses, a **travel voucher** must be submitted following the completion of an individual or team trip (see appendix for voucher).
 - The electronic forms and corresponding instructions can be found on the department website www.clemsontigers.com/cuadforms or by going to **www.clemsontigers.com → Inside Athletics → ATH DEPT Forms.**
- **Original receipts for all expenditures must be submitted with the travel voucher.**
- **An electronic copy of all PCard receipts must be uploaded through the WORKS system.**
- **Travel vouchers should be submitted within 7 business days** following the completion the trip.
- Travel vouchers with insufficient detail as required by policy are returned to the staff member who submitted the form. Processing of the transaction is completed once full details are provided.

TRAVEL ARRANGEMENTS:

- **All arrangements for Athletics-related travel should be handled through the on-site Anthony Travel agent or online booking tool Concur after receiving approval from your supervisor or sport supervisor.**
 - Monday – Friday, 8:00am – 5:00pm: Please contact Tina Murray, cell: 864-787-1770, office: 864-656-1139, tinamurray@anthonytravel.com, or in person at McFadden 116F.
 - Travel assistance **outside of normal business hours** is supported by the **Anthony Travel After Hours desk at 469-294-1031.**
 - For any issues with **Concur**, please contact **Rob Kane, 512-617-2445, robertkane@anthonytravel.com.**

PER DIEM:

- All meal reimbursements for individual travel, including recruiting, are limited to the daily per diem amounts currently in effect.
- For team travel, per diem may be provided in lieu of a meal for breakfast, lunch and dinner. Post-game per diem of \$15 may be provided in lieu of a meal.
- **For individual travel, per diem is provided only for breakfast, lunch and dinner in the amounts listed below.** If a meal is provided, the employee is not eligible for per diem for that meal.

	If you depart before:	and return after:	In-State Per Diem	Out-of-State Per Diem
Breakfast	6:30 AM	11:00 AM	\$8	\$10
Lunch	11:00 AM	1:30 PM	\$10	\$15
Dinner	5:15 PM	8:30 PM	\$17	\$25
		DAILY TOTAL	\$35	\$50

- **Per diem cannot be claimed for travel unless there is an overnight stay or the traveler is away from campus for more than 10 hours.**
- **Non-overnight per diem is taxable** to the employee.
- **For international travel, per diem of breakfast, lunch and dinner will be provided based on the government stated meal per diem rate for each country**
- **Meal reimbursements for actual expenses of meals involving student-athletes and appropriate staff in team travel status and for official recruiting visits should be limited to reasonable and necessary amounts.** Only staff members who have a necessary business purpose to be involved in such meals may be included.

CASH ADVANCES:

- Cash advances are issued only for purposes in which cash is required. This includes: a) student-athlete meals and per diem during team travel; b) student-athlete meal allowances during holiday and vacation periods; c) host money related to on-campus prospect visits; d) prospect mileage reimbursements; and f) other travel where cash is needed. Cash advances will not be issued for individual travel.
- The Athletic Department will advance travel for funds based on the estimated cost of the trip.
- Cash advances must be reconciled by submission of a travel voucher and all related receipts and documentation within 7 business days of the completion of the trip/event to which the cash advance relates.
- **Only one outstanding cash advance is allowed per staff member at any given time.** A subsequent cash advance may not be taken out if the travel voucher related to the previous cash advance has not been submitted. On occasion, when justified by valid business purposes, more than one cash advance may be issued to a staff member upon advance written approval by Sharon Littlejohn or Eric George.

AIR TRANSPORTATION:

- Travel on commercial airlines must be in **coach or economy class**. Upgrades or additional charges for seat selection are prohibited by CUAD and must be paid per with a personal credit card.
- Refer to CU Aircraft Policy and Selection Guide for information regarding Clemson University planes.

GROUND TRANSPORTATION:

- The 2021 mileage rate for **personal vehicles is \$0.56 per mile**. This rate is set by the IRS and changes annually. **Courtesy vehicles** will have a mileage rate of **\$0.31 per mile**.
- Mileage should start and end at the place of your employment. However, if you are leaving on a business trip directly from your home and do not go by your place of employment, you shall be eligible for reimbursement for actual mileage beginning from your residence.
- When possible, use **Enterprise/National** for car rentals. The **CUAD code is XZ26087 and the direct bill account is 17085949**. This code gives you a **discounted rate** and includes **collision damage waiver and liability damage waiver (CDW/LDW) insurance**. **Decline all other insurance coverage**. If you do not provide this information or use a different company and have an accident or a theft, your personal insurance will be liable for the coverage and will not be reimbursed by CUAD.
 - If Enterprise or National are not available, you can be reimbursed for collision damage waiver and liability damage waiver (CDW/LDW) insurance as long as you are using the car for a bona fide business purpose.
- It is recommended that rental cars be used when driving for business purposes unless there is a significant cost savings to using a personal vehicle. Personal auto insurance will be the primary insurance in the event of an accident in a personal vehicle regardless of the purpose of the trip.
- **Staff must be certified through the State Van Driver program or have a CDL in order to operate Athletic Department vehicles transporting student-athletes.**

- Requests for **Athletic Department vehicles** are made to the Equipment Manager who will assign departmental vehicles. **Only full-time staff who are certified by our Defensive Driving Program or have a CDL license may drive athletic department and rental passenger vans.** Requests for vehicles should be made as far in advance as possible. If a reserved vehicle is not going to be used as originally requested, the Equipment Manager should be notified as soon as possible so that the reservation can be released for other service.
 - **Defensive driving** sessions are offered every semester. Certification is good for three years then you have to attend another session for re-certification. Interested staff must complete the registration form, complete the driver's license background check form and provide a copy of your driver's license (back and front). The sessions are announced on a regular basis.
 - A new employee has up to 90 days to attend the defensive driving class. They are allowed to operate the vehicles in the meantime.
- If paying a bus driver tip, the **Bus Driver Gratuity form** must be completed AND it must be signed by the bus driver. The **maximum amount tip allowed is \$50 per day.** This form is in the appendix and can be obtained through the CUAD Business Office.
- Student-athletes, graduate assistants, and undergraduate student coaches/managers and volunteer coaches may not drive vans for team travel or courtesy vehicles at any time.

HOTEL ARRANGEMENTS:

- **All reservations for hotels** (including all local hotels) should be **direct billed** to the Athletic Department.
- Per Clemson University policy, any hotel stay that occurs **within 50 miles** of the traveler's office is **not reimbursable.**
- For individual travel, staff members may be held **personally responsible for any guaranteed no-show charges** incurred at hotels. Please be sure to obtain a cancellation number if a reservation is cancelled.
- Parking at the hotel is reimbursable with a receipt. Valet parking will be reimbursed at the self-parking rate unless there is no other parking option.
- If traveling to a team event in the **state of Florida**, take the **Certificate of Exemption.** The hotel will not charge tax if you have this form. It is best to notify the hotel prior to arrival that you have this exemption form.

CONTRACTS:

- All travel contracts (contract, agreement, memorandum of understanding, etc.) must be signed by Eric George or Graham Neff.
- **The contractor should not be authorized to proceed, nor should payment be approved, until the contract is fully executed (signed by all parties).**

INTERNATIONAL TRAVEL:

- If you need to make an international call to a recruiting prospect, **whenever possible use your office landline phone.** If that is not possible, you can **dial (864)656-5500, enter your Clemson University**

long distance code and then dial the international phone number. This can be done from a landline or your cell phone. This will eliminate the charges from your personal cell phone and the cost will be billed to your office phone.

- Travel outside of the continental United States, Alaska, Hawaii, Puerto Rico or the Virgin Islands, requires an **International Travel Form** in addition to the Team Travel Authorization form.
 - The International Travel Form may be obtained in the CUAD Business Office or online at <http://www.clemson.edu/finance/procurement/travel/docs/foreigntravel2015.pdf>.
 - Canada is no longer eligible for the international travel exception.
- **International Travel Insurance** must be obtained through CU Risk Management. The application may be found online at <http://www.clemson.edu/administration/risk/foreign-travel/>. All expenses claimed must be converted to US dollars with the conversion rate and compilation shown on each receipt.
- See **International Travel Checklist** in Appendix

TEAM TRAVEL:

• **Departure**

- During the **regular season**, to avoid excessive missed classes and maintain a fiscally-responsible approach to team travel, a **team may not depart more than one day prior to an away competition.**
- During **vacation periods and NCAA competition**, in particular those situations where the competition is scheduled to occur in a **distant and an unfamiliar setting**, a **team may depart more than one day prior** to an away competition following approval from the Sport Supervisor.

• **Mode of Transportation – Olympic Sports**

- CUAD’s policy is based on approximate travel time and mileage as follows:

<u>Time</u>	<u>Maximum Travel Distance</u>	<u>Mode of Transportation</u>
5 hours	300 miles maximum	Bus or Van
5 – 8 hours	480 maximum	Bus Only
Over 8 hours	over 480 miles	Air Travel

SPORT SUPERVISOR MUST APPROVE ANY EXCEPTIONS IN ADVANCE.

- The following stipulations must be followed regarding team travel. Exceptions to these policies must be approved in advance from your sport supervisor. Official mileage and recommended mode of transportation to ACC schools are as follows:

<u>Destination</u>	<u>Mileage</u>	<u>Mode of Transportation</u>
Boston, Massachusetts	1,005	Air
Syracuse, New York	853	Air
Miami, Florida	775	Air
South Bend, Indiana	692	Air
Pittsburgh, Pennsylvania	578	Air
College Park, Maryland	547	Air
Louisville, Kentucky	443	Bus
Charlottesville, Virginia	438	Bus
Tallahassee, Florida	395	Bus
Blacksburg, Virginia	298	Bus or Van*
Raleigh/Durham/Chapel Hill, NC	278	Bus or Van*
Winston-Salem, North Carolina	217	Bus or Van*
Atlanta, Georgia	129	Bus or Van*

*Less than 20 passengers (one or two vehicles) no more than 10 total people in a fifteen-passenger van.

- **Buses**
 - When **more than 20 passengers** are part of the land travel party, a **bus or mini bus must be used**. Vans are not an option.
 - **All buses should be booked through Anthony Travel:** Please contact **Tina Murray, cell: 864-787-1770, office: 864-656-1139, tinamurray@anthonytravel.com, or in person at McFadden 108D.**
- **Commercial Airlines**
 - Tickets must be procured under the travel guidelines established by the State of South Carolina.
 - Make tentative advance arrangements in a timely fashion and then submit a travel request to the Compliance office. Upon approval by Compliance, the request will be sent to the Sport Supervisor for their approval.
- **Chartered Aircraft**
 - Clemson University Athletic Department policy allows for charter flights for Olympic sports if the total cost of the chartered flight is equal to or less than the cost of team commercial flights or other circumstances prohibit commercial flights from being a viable option. Team travel by chartered aircraft requires 3 bids for all chartered flights.
 - Size of aircraft to be used for each trip must be determined at the time of the bid. The Director of Athletics or his designee, in advance of the bid, must approve selected team charter planes for more than 30 passengers after he has reviewed the planned airplane manifest.
- **Vans**
 - **12 passenger vans** may be loaded with **no more than 8 passengers (including driver)** and equipment. **15 passenger vans** may be loaded with **no more than 10 passengers (including driver)** and equipment.
 - A **qualified paid driver** must be used **if traveling farther than 300 miles one way** or if trip is expected to last **more than 5 hours one-way**.
 - Full time staff that are certified by our Defensive Driving Program or have a CDL license may drive athletic department and rental vans for team transportation. See Ground Transportation section above for more information on CUAD vans.
 - Student Workers Only – An exception to the under 21 age limit will be made for drivers who are support personnel and who do not transport athletes for team travel. These students will be allowed to travel within a 50-mile radius and be covered by our fleet policy.

ENTERTAINMENT:

- Meal reimbursements based on **actual expenses incurred may be made only if there is a business purpose and at least one non-Clemson University employee is present.** In these cases, itemized, detailed receipts must be submitted along with the travel voucher.
 - Each sport/department may provide an appreciation lunch for all student workers/GA's/interns once per year. This meal must be reasonably priced and must only

include employees with a legitimate working relationship with the student workers/GA's/interns in order to be reimbursed.

- Travel vouchers with insufficient detail as required by policy are returned to the staff member who submitted the form for correction. Processing of the transaction will be completed once details are provided.
- Family/Guest Entertainment will be treated as follows:
 - Local:
 - Spouses not taxed if approved business purpose (ex: recruiting when prospective recruit's family comes). Taxed if no business purpose as determined by University Controller.
 - Dependents are taxed.
 - No tax/cost to employee if no incremental expense incurred by CUAD.

Examples:

No Impact	Employee is Taxed
Spouse attends recruiting dinner when PSA's parents/guardians attend	Spouse attends recruiting dinner when PSA's parents/guardians do not attend. Spouses attend occasional meal at a coaches' house (host family not taxed). Kids attend recruiting dinner.
Frankie's Fun Park charges flat rate regardless of number attending	Cost of spouse or dependent's pass if Frankie's Fun Park charges by the head

- Away:
 - Spouses and dependents not taxed if provided by bowl, NCAA or 3rd party (even if CUAD has to pay for extras).
 - Spouses and dependents taxed if fully incremental cost to CUAD.

Examples:

No Impact	Employee is Taxed
Bowl provides passes to zoo	Spouse/Dependents visit zoo but no passes are provided

COST CONTAINMENT REMINDERS:

Cost containment policies related to travel and entertainment, as follows, are in effect.

- **Other than for student-athletes** in team travel status, per NCAA rules, CUAD **does not pay for or reimburse in-room movies in hotels** for staff members.

- CUAD **does not pay for or reimburse hotel long distance charges**. Long distance calls while in travel status should be made on your mobile phone.
- CUAD **does not pay for or reimburse dry cleaning or laundry charges, personal care items, hygiene products, over the counter medications, etc.** during travel. Those are considered personal expenses. Expenses for snacks, bottled water, grocery items, etc. for individual travel are considered personal expenses and are not reimbursed or paid for by CUAD separately from per diem allowances.
- **Changes to original flights must have a business reason and approval of the change must be received from the traveler's supervisor** prior to any changes being made.
- CUAD employees who are not on the official travel roster may travel on an as needed basis contingent on their being a legitimate business purpose for including them and prior approval from their senior staff supervisor and the team. The expenses will be charged to the budget of the person requesting the employee travels.

60-DAY RULE:

- IRS regulations state that **reimbursable expenses that are submitted more than 60 days from the date of the transaction must be included as taxable income**. The Athletic Business Office will follow that policy unless documentation shows that extenuating circumstances prevented the receipts from being submitted within 60 days.

For any travel questions, policy clarification, travel issues, etc., please contact the CUAD Business Office.

***REQUESTS FOR ANY EXCEPTIONS TO THE CUAD TRAVEL AND ENTERTAINMENT POLICY must be submitted in writing, IN ADVANCE OF THE TRAVEL DATE, and approved by the Director of Athletics or his designee.**

CLEMSON UNIVERSITY ATHLETIC DEPARTMENT
TRAVEL & ENTERTAINMENT POLICY
GUEST TRAVEL POLICIES FOR TEAM TRAVEL

Clemson University Athletic Department may provide travel expenses to select family members of coaches/employees in an effort to promote a family atmosphere within the Athletic Department and its individual teams. For purposes of this policy, family member guests are defined as spouses and dependent children (defined as those required to be in custody of the parent/guardian) of the eligible official travel party (as defined by NCAA rules) staff member. Any requests for exceptions to established guidelines may be made in writing through your Sport Supervisor to the Director of Athletics.

Regular Season/ACC Tournament/NCAA Non-Championships (non-covered) Trip

If a spouse and/or dependents accompany a coach during the regular season, ACC tournament, or NCAA Non-championship, the following guidelines apply:

1. No mileage is paid to anyone other than the coach/employee. The mileage is reimbursed per the Athletic Department travel policy rate.
2. If traveling by bus, as long as there are available seats, the spouse and/or children may ride with the team. This is not taxable to the coach/employee.
3. If airfare is required, the Athletic Department will provide an airline ticket for the spouse. This ticket is taxable income to the coach/employee. Any children that attend will need their tickets purchased by the coach/employee. If a charter flight is used and there are available seats, coaches/employee may request a seat through their Sport Supervisor. Charter plane size should be based on official travel roster (student-athletes, coaches, managers, trainers, video personnel, and other necessary support staff). This will not be a taxable income expense to the coach/employee. If seats are prorated, there will be taxable income assessed per seat.
4. Any complimentary tickets provided to the family members will be taxable income to the coach/employee.
5. Clemson will provide one hotel room. Any additional rooms that are required will be paid by the coach/employee.
6. No per diem provided for families. Meals for family/guests should be paid for by the employee.
7. NCAA Non-Championships: Incidental money (\$30/day) for students and employees only (not taxed). Per NCAA rules, this money can begin the day of departure through the day of competition for up to 10 total days.

Post-Season Trip (NCAA Championship/Bowl that is covered)

1. No mileage is paid to anyone other than the coach/employee. The mileage is reimbursed per the Athletic Department travel policy rate.
2. If traveling by bus, as long as there are available seats, the spouse and/or children may ride with the team. This is not taxable to the coach/employee.
3. If airfare is required, the Athletic Department will provide an airline ticket for the spouse and dependents. This ticket is taxable income to the coach/employee. If a charter flight is used and there are available seats, coaches/employee may request seats through their Sport Supervisor. Charter plane size should be based on official travel roster (student-athletes, coaches, managers, trainers, video personnel, and other necessary support staff). This will not be a taxable income expense to the coach/employee, if more than 50% business purpose (IRS

- rule). If seats are prorated by the NCAA, there will be taxable income assessed per seat.
4. Complimentary tickets will be provided to the coach/employee pursuant to the postseason ticket comp ticket policy. The value of all complimentary tickets will be paid for by the Athletic Department will be considered taxable income to the coach/employee.
 5. Clemson will provide one hotel room. Up to one additional room may be provided for employee's dependents, but employee will be taxed on incremental cost. Any additional rooms that are required must be paid by the coach/employee.
 6. Spouses may receive per diem at a rate of \$35.00 per day or \$50/day. All per diem for spouses is taxable income to the coach/employee. Meals for family/guests should be paid for by the employee.
 7. Incidental money (\$30/day) for students and employees only (not taxed). Per NCAA rules, this money can begin the day of departure through the day of competition for up to 10 total days.

Sport	Not Reimbursed by NCAA (non-covered)	Reimbursed by NCAA (covered)
Football	- Regular Season - ACC Championship	- Bowl Game - CFP National Championship
Baseball	- Regular Season - ACC Tournament	- NCAA Tournament (all rounds)
Basketball	- Regular Season - ACC Tournament - NIT/WNIT	- NCAA Tournament (all rounds)
Cross Country	- Regular Season - ACC Championship - NCAA Pre-Nationals	- NCAA Championship (Finals)
Golf	- Regular Season - ACC Championship - NCAA Regional	- NCAA Championship (Finals)
Rowing	- Regular Season - ACC Championship	- NCAA Championship
Soccer	- Regular Season - ACC Tournament	- NCAA Tournament (all rounds)
Softball	- Regular Season - ACC Tournament	- NCAA Tournament (all rounds)
Tennis	- Regular Season - ACC Championship - NCAA Regional	- NCAA Championship (Finals)
Track (Indoor)	- Regular Season - ACC Championship	- NCAA Tournament (all rounds)
Track (Outdoor)	- Regular Season - ACC Championship - NCAA Regional	- NCAA Championship (Finals)
Volleyball	- Regular Season	- NCAA Tournament (all rounds)

International Trip

1. No mileage is paid to anyone other than the coach/employee. The mileage is reimbursed per the Athletic Department travel policy rate.
2. If traveling by bus, as long as there are available seats, the spouse and/or children may ride with the team. This is not taxable to the coach/employee.
3. Airfare for ANY family member will be paid by the coach/employee. If a charter flight is used, seats will be prorated and this will be taxable income to the coach/employee.
4. Complimentary tickets will be provided for the immediate family. This will be taxable income to the coach/employee.
5. Clemson will provide one hotel room. Any additional rooms that are required will be paid by the coach/employee.
6. Any meals provided will be prorated based on the number attending. This will be taxable income to the coach/employee. Any alcoholic beverages consumed must be paid by the coach/employee. Alcohol is not a reimbursable expense.

Childcare

In the event there are two coaches for the same sport who are married and have children or a coach who is a single parent, it is the department's expectation that the coach will provide childcare for the child(ren) if they travel with the team. The following guidelines would apply in those situations:

1. Childcare provider's travel must be approved in advance by the sport supervisor.
2. Only 1 childcare provider per family.
3. Children must be under the age of 15.
4. Any incremental cost must be paid by the coach (hotel, commercial airfare, meals, etc.).

Childcare provider may travel on the charter bus or charter plane if there are unused seats. This will not be taxable to the employee as long as there is excess capacity. The team is not to use a larger bus or plane solely to ensure the childcare provider has a seat.

Official Travel Party

The official travel party is defined by NCAA rules. Additional travel party members may include:

1. Eligible student-athletes above the NCAA limit.
2. Support staff above the NCAA limit who travel to all away regular season competitions.
3. Support staff above the NCAA limit who do not travel to all away regular season competitions but have a bona fide reason for traveling to the NCAA championship.

Note: Additional travel party members in '3.' should have clearly defined responsibilities before being added to the final travel party.

ADDITIONAL GUESTS – Additional guests above what is allowed under the policy must be approved by the Director of Athletics and Deputy Director of Athletics and will be the complete financial responsibility of the employee bringing the guest(s).

EXCEPTIONS – Exceptions to this policy may only be made subject to advance approval of the Director of Athletics or Deputy Director of Athletics.

**CLEMSON UNIVERSITY ATHLETIC DEPARTMENT
TRAVEL & ENTERTAINMENT POLICY**

Appendix: Travel Forms & Checklists

- I. Individual Travel Authorization Form**
- II. Team Travel Authorization Form**
- III. Travel Voucher**
- IV. Bus Driver Gratuity Form**
- V. Florida Hotel Occupancy Tax Exemption Certificate**
- VI. International Travel Checklist**



CLEMSON UNIVERSITY ATHLETIC DEPARTMENT

INDIVIDUAL / OFFICIAL VISIT TRAVEL REQUEST FORM



This form must be filled out completely and approved by your Sport Supervisor PRIOR to any arrangements being made.
Prospect visits must be authorized by Compliance.

SPORT: DEPT#:

NAME OF REQUESTOR:

DATE(S) OF TRIP:

DESTINATION:

TRIP PURPOSE:

(If Official Visit, please indicate name of prospect and complete separate form for each prospective student-athlete.)

ESTIMATED COST:	Payment Type
Meals: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>
Per Diem: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>
Lodging: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>
Airfare: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>
Mileage: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>
Rental Car: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>
Miscellaneous*: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>

*Registration fee, admissions, parking, tolls, etc.

Payment Type	Amount	Voucher Number

FOR BUSINESS OFFICE USE ONLY

Total Estimated for Trip: \$ Amount Budgeted for Trip:

(Please remember to also obtain all receipts including Detailed Hotel Folio, Itemized Restaurant receipts, Airfare, etc.)

Adv Amount Requested:

(If you require an advance, you **MUST** enter it here)

	<small>FOR BUSINESS OFFICE USE ONLY</small>
\$ of Travel Voucher Submitted: <input style="width: 150px;" type="text"/>	Check #: <input style="width: 150px;" type="text"/> / <input style="width: 50px;" type="text"/> DATE
Amount Due Traveler: <input style="width: 150px;" type="text"/>	Voucher #: <input style="width: 150px;" type="text"/> / <input style="width: 50px;" type="text"/> DATE
Amount Due Travel Acct: <input style="width: 150px;" type="text"/>	Check #: <input style="width: 150px;" type="text"/> / <input style="width: 50px;" type="text"/> Processed
	Due By: <input style="width: 150px;" type="text"/> / <input style="width: 50px;" type="text"/> Rec'd Date

Order of Approvals:

*Only required for sports

- Initiator 1. Head Coach/Supervisor 2. Sport Supervisor* 3. Compliance* Forward: Business Office

Initiator: /
Signature DATE

Sport Supervisor: /
Signature DATE

Head Coach/Supervisor: /
Signature DATE

Compliance: /
Signature DATE



CLEMSON UNIVERSITY ATHLETIC DEPARTMENT TEAM TRAVEL AUTHORIZATION



This form must be filled out completely and approved by your Sport Supervisor **PRIOR** to any arrangements being made.

SPORT: DEPT#:

COMPETITION/OPPONENT: DESTINATION:

COMPETITION DATE(S):

TRAVEL DATE(S)/TIMES:

TRAVEL PARTY: # of Coaches: <input style="width: 100px;" type="text"/> # of Trainers: <input style="width: 100px;" type="text"/> # of Players: <input style="width: 100px;" type="text"/> # of Others*: <input style="width: 100px;" type="text"/>	Must attach Travel Roster	Per Diem Card Upload: Breakfast: <input style="width: 100px;" type="text"/> Lunch: <input style="width: 100px;" type="text"/> Dinner: <input style="width: 100px;" type="text"/> Other*: <input style="width: 100px;" type="text"/> TOTAL Per Diem for this trip: \$ <input style="width: 150px;" type="text"/>
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* Explanation:

MODE OF TRANSPORTATION: Commercial Air Charter Air Bus Van Car Other

ESTIMATED COST:	Payment Type
Air: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>
Lodging: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>
Non Per Diem Meals: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>
Car Rental: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>
Bus: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>
Other: <input style="width: 150px;" type="text"/>	None <input type="button" value="v"/>

Payment Type	Amount	Voucher Number

FOR BUSINESS OFFICE USE ONLY

Total Estimated for Trip*: Amount Budgeted for Trip:

*Include per diem card amount above

(Please remember to also obtain all receipts including Detailed Hotel Folio, Itemized Restaurant receipts, Airfare, Ground Transportation, etc.)

Adv Amount Requested:

(If you require an advance, you **MUST** enter it here)

	Check #: _____ / _____ DATE	FOR BUSINESS OFFICE USE ONLY
\$ of Travel Voucher Submitted: _____	Voucher #: _____ / _____ DATE	
Amount Due Traveler: _____	Check #: _____ / _____ Processed	
Amount Due Travel Acct: _____	Due By: _____ / _____ Rec'd Date	

Order of Approvals: *Only required for sports

Initiator	1. Head Coach	2. Sport Supervisor*	3. Compliance*	Forward: Business Office
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Initiator: /
Signature DATE

Sport Supervisor: /
Signature DATE

Head Coach: /
Signature DATE

Compliance: /
Signature DATE



CLEMSON UNIVERSITY ATHLETIC DEPARTMENT TRAVEL VOUCHER



Date Prepared:

Traveler:

Employee/Student ID

Number:

Sport/Dept:

Trip Destination(s):

Department Number	Voucher Number	Entered On
Account Number(s) to be charged		Amounts
TOTAL		

Advance Amount

EXPENSES - ALL RECEIPTS MUST BE ATTACHED

MEALS AND PER DIEM

Departure Date	Return Time	Return Date	Return Time	Non-Overnight Per Diem	Per Diem	Meals/ Snacks	Pre/Post Game	Payment Type	DIRECT BILL TO VENDOR	P-CARD CHARGES	CASH ADVANCE/ PERSONAL REIMB.
									\$ -	\$ -	\$ -
									\$ -	\$ -	\$ -
									\$ -	\$ -	\$ -
									\$ -	\$ -	\$ -
TOTALS				\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -

LODGING

Date(s)	Transaction Type	Hotel Name & Location	Cost	Payment Type			
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -

TRANSPORTATION

Date(s)	Transaction Type	Description/Details	Cost	Payment Type			
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
	MILEAGE REQUESTED	Miles		x 0.545	\$ -	Cash/Personal Card	\$ -

OTHER

Date(s)	Transaction Type	Description/Details	Cost	Payment Type			
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -

Non-Overnight Meals are TAXABLE and will be reimbursed through your Payroll Check.

Account Numbers:

Page Totals \$ - \$ - \$ -

Trip Totals \$ - \$ - \$ -

Total Trip Cost \$ -

Amount due to Traveler/(Travel Account) \$ -

I certify that the expenses listed herein were incurred and paid in the performance of my official duties and that this claim is true and correct in every material matter and that the expenses conform with the requirements of the State laws, rules and regulations.

Approved _____
Signature of Traveler

Reviewed by Business Office: _____

Approved _____
Head Coach / Supervisor

Reviewed by Compliance (Sports only): _____

Approved _____
Sport Supervisor / Assoc. Athletic Director / Athletic Director (Sports Only)



DRIVER GRATUITY FORM

DATE: _____

RECEIVED FROM: CLEMSON UNIVERSITY ATHLETIC DEPARTMENT

TRANSPORTATION TO: _____

FROM: _____

BUS COMPANY: _____

RECEIVED FOR GRATUITY: \$ _____

DRIVER SIGNATURE: _____

SUBMITTED BY: _____



Consumer's Certificate of Exemption

DR-14
R. 10/15

Issued Pursuant to Chapter 212, Florida Statutes

85-8012638970C-9	07/31/2016	07/31/2021	SCHOOL-COLLEGE-UNIV
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

CLEMSON UNIVERSITY
108 PERIMETER RD
CLEMSON SC 29634-0001

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

CLEMSON UNIVERSITY ATHLETIC DEPARTMENT
TRAVEL & ENTERTAINMENT POLICY
INTERNATIONAL TRAVEL

All Clemson University-related international travel, including athletes or coaches participation in international events, must be approved in advance by the Director of Athletics.

EMPLOYEE INTERNATIONAL TRAVEL CHECKLIST

Note: This list is not all-inclusive. Other actions may be necessary to ensure a safe and successful trip.

- Travel outside of the continental United States, Alaska, Hawaii, Puerto Rico or the Virgin Islands, requires an **International Travel Form** in addition to the Team Travel Authorization form.
 - The International Travel Form may be obtained in the CUAD Business Office or online at <http://www.clemson.edu/finance/procurement/travel/docs/foreigntravel2015.pdf>.
- **International Travel Insurance** must be obtained through CU Risk Management. The application may be found online at <http://www.clemson.edu/administration/risk/foreign-travel/>. All expenses claimed must be converted to US dollars with the conversion rate and compilation shown on each receipt.
- Verify entry requirements for the country you are visiting. Most countries require a minimum of 6 months validity on the passport expiration date. Passport and Visa Requirements can be provided to you by a non-contract sources offering assistance with expending visa and passport applications. <http://www.justpassports.com/>, <http://cibtvisas.com/> or <http://travel.state.gov/content/travel/english.html>
- Verify immunization requirements and review the CDC information specific to the country you are visiting. <http://wwwnc.cdc.gov/travel/destinations/list>
- Review the U.S. Department of State website for additional resources and travel warnings. <http://www.state.gov/travel/>
- Verify your health coverage is applicable in foreign destinations.
- Call your financial institution and advise them where you are traveling so that your card is authorized for use in a foreign country. Some countries require credit cards with an embedded chip in the card. Carry cash in the event that your card is rejected for some reason. Your bank can advise the international exchange rate and provide you information on ATM fees.
 - If using a CUAD issued P-card for Business purposes, meet with the Athletics Business Office to review fees, resources, etc.
- Call your cell phone provider for information on usage while traveling internationally. You most likely will need to install a SIM card (not reimbursable as it is covered by the monthly stipend). In addition, it is recommended that you purchase and international calling card (not reimbursable). To reduce the risk of fees associated with international calling, utilize Skype or other internet based services.

- Before departure, make copies of all your travel documents including passport and credit cards.
- After you return, complete a travel voucher. Include a copy of any monetary conversions for all receipts in foreign currency. Include credit card/bank statement with the actual amount charged.

ADDITIONAL RESOURCES

Clemson University International Travel Checklist:

<http://www.clemson.edu/finance/procurement/travel/internationaltravelchecklist.html>

Clemson University International Per Diem:

<http://www.clemson.edu/finance/procurement/travel/internationaltravelchecklist.html>

http://www.adventuresingoodcompany.com/Checklist_for_travel.pdf

<http://www.learnvest.com/2011/07/checklist-international-travel-120/>