



CLEMSON UNIVERSITY
ATHLETICS BUSINESS OFFICE
POLICIES & PROCEDURES MANUAL

Effective: July 1, 2022

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Summary of Recent Changes

Mission Statement

Clemson University emphasizes academic, athletic, personal, professional, social development and excellence; the Athletic Department will provide the support, environment, and infrastructure to promote these values.

Purchasing Policy

Use of Purchase Orders - “No PO, No Payment”

- Per University policy, Purchase Orders (POs) are required prior to all purchases that are changed to “processed”. The few exceptions are below:

Exceptions (No PO needed before purchase):

- o Medical vendors
- o US Bank (jet fuel)
- o Coca Cola
- o Verizon Wireless
- o Local Restaurants (for official visits, team meals, etc.)
- o Officials
- o Bank of America (per diem cards)
- o Federal Express & UPS
- o Barnes and Noble (for textbooks)
- o Campus Copy Shop (for student materials ONLY)
- o Universities (for game tickets)
- o Hotels
- o Campus Banner (on-campus)
- o Utilities
- o United States Post Office
- o Dues, memberships, registrations

Ordering from Vendors

1. Multiple Bids: Order \geq \$1,500
 - Need bids from \geq 3 vendors
 - Bids can be formal or informal Requests for Proposals (RFPs)
 - Please consult Business Office for bid process

2. Sole Source: Available through only ONE source
 - One source differs from one manufacturer
 - Specify “sole source” on purchase requisition form
3. IT and Capital Equipment: IT equipment, supplies, or capital equipment
 - Purchase requisition MUST be approved by CFO
4. Team Equipment: Team-related equipment, supplies, and uniforms
 - Order requests are coordinated through the Equipment Room.

Issuing PO

- **Purchase Requisition Forms** must be signed and completed for:
 - o Any purchase \geq \$10,000

OR

- o Student-Athletes specific items requiring Compliance approval
 - Includes: Awards, Books, Occasional Meals, and Team Entertainment)
- Create a requisition in buyWays per the instructions below:
 - o To create a cart, click “I NEED TO BUY SOMETHING”
 - o Add the purchase requisition as an attachment to your cart
 - o A PO will be issued to you and the vendor once the Business Office has processed your request

Processing Payment:

- o The vendor will send an invoice to campus confirming the purchase. You will then receive an email from the Business Office requesting verification to pay the invoice.
- o Once verification is received, the Business Office will process the payment. This process is for all invoices tied to a PO, including campus groups such as Ricoh Printing and Aramark.
 - If an invoice is sent to you, please convey the invoice to your Business Office representative for processing.
- o For exemptions to a PO, invoices need to be signed and forwarded to the Business Office for payment and electronic approval (if required).
- o Signing the invoice indicates all items or services have been received and payment is authorized.

P-Cards

Policies

- Purchase Requisition Forms are required for:
 - o Any purchase \geq \$10,000

OR

- o Student-Athletes specific items requiring Compliance approval
 - Includes: Awards, Books, Occasional Meals, and Team Entertainment)
 - Use buyWays to create requisition per the instructions above.
- All receipts must be uploaded to Concur within five business days of the transaction.
- Cards have a single transaction limit of \$2,500. **Do not split purchases to stay under the limit.**
- No one may use an assigned card(s) without permission from the respective cardholder.
- Cardholders must follow all department, University, and State procurement rules. See <https://www.clemson.edu/procurement/faculty-staff/policies/index.html#P-Cardpolicy> for more information.

Purchases

- General Purchases
 - o Attach receipt and requisition online in Concur
 - o Provide a description of the purchase

Allowable	Not Allowable
Meals for functions not only including Clemson University staff	Meals involving only Clemson University staff
General supplies and services	Personal charges
Subscriptions (Compliance approval required for recruiting subscriptions)	Gift cards/Game tickets
Computers/iPad/tablets (must have <u>Business Office approval before purchase</u>)	Flowers, greeting cards
	Birthday cakes, personal gifts

***This list is not all-inclusive; please check with the Athletic Business Office BEFORE purchase if you have a question(s).**

- Travel Purchases

- Must have completed travel authorization before using P-Card for travel expenses
- Attach paper receipt with a travel voucher and upload receipt online in Concur
- Provide a description of the trip (ex: dates, location and opponent(s))
 - Ex. 1/5/23 Chapel Hill, NC; CU vs. UNC

Allowable	Not Allowable
Team hotels (through Anthony travel only)	Individual travel/Recruiting
Team meals	Gas
Rental cars (team travel only; try direct bill)	Rental cars (individual travel)
Registration fees	Unofficial visit expenses
Baggage fees (team travel only)	
Official visit meals and supplies	

***This list is not all-inclusive; please check with the Athletic Business Office BEFORE purchasing if you have a question.**

Violations

The circumstances surrounding an offense, such as the severity of the infraction, the number of occurrences, and any previous counseling, will suggest what action should be taken. A record of this violation will be placed in the P-Card Policy Violation file maintained by the P-Card Administrator. The P-Card Administrator will consider the individual circumstances of the charge and the Cardholder’s history to determine appropriate disciplinary action. At management’s discretion, individual offenses calling for counseling and written reprimands could cumulatively result in suspension or termination of card privileges. After an offense, the cardholder may regain card privileges by retaking the P-Card training course and score at least an 80%

PURCHASING CARD PROGRESSIVE DISCIPLINE GUIDELINES			
OFFENSE	1st Offense	2nd Offense	3RD Offense
Missing receipts/failure to upload receipts in works*	Suspension of card privileges for one month*	Suspension of card privileges for three months and liable for all undocumented purchases	Suspension of card privileges for ONE year with the possibility of permanent revocation
Splitting of purchase	Suspension of card privileges for one	Suspension of card privileges for three	Suspension of card privileges for one year

Over \$2,500	month	months	with the possibility of permanent revocation
Inappropriate purchases outside the scope of fund mission/unauthorized purchase	Suspension of card privileges for one month and possible fund reimbursement	Suspension of card privileges for three months and a possible fund reimbursement	Suspension of card privileges for one year with the possibility of permanent revocation and reimbursement of fund
Other non-compliant or inappropriate card use	AT THE DISCRETION OF THE DIRECTOR OF PROCUREMENT, WITH THE CHIEF OFFICER'S APPROVAL.		

* If a Cardholder loses or misplaces a receipt, it is the Cardholder's responsibility to obtain a duplicate receipt within 14 days or reimburse Clemson University for the amount spent.

P-Card Increase

- For transactions over \$2,500 (or \$10,000 if in-season)
 - **BEFORE** making the purchase, complete the [P-Card Dollar Increase Request](#)
 - **Please complete with ample time in advance to allow for state review if applicable.**

buyWays Procedures

buyWays Requisition/Cart - To Create PO

1. Log in to [buyWays](#) using your Clemson ID and password.
2. *Click* - "I NEED TO BUY SOMETHING" on the top right of the page ribbon
3. Locate "Select Supplier" field - type in the vendor's name and press enter
 - a. Not showing up? They may need to be registered
4. Complete the information on the screen:
 - a. Description
 - b. Quantity
 - c. Price ***EXCLUDE TAX IN YOUR "PRICE" - IT IS AUTOMATICALLY ADDED.**
5. *Click* - Green check mark next to "Taxable" to remove if applicable (services, etc.)
6. *Click* - "Save" when the last string is entered – This puts the items in your cart in the top right of your screen

- a. If multiple lines are needed (multiple codes, etc.), select “Save And Add Another,”
When the last string is entered, click "Save"
7. *Click* Shopping Cart image in the top right to "View My Cart"
 - a. Double check your items.
8. Provide coding details/comments in the description field. This helps the Business Office answer: “who/what/where.”
9. Check that each item has "23-Athletic Functions Paid w/Ath. Funds" in the Exception Number drop-down field. *Can be set as default to prevent need in the future.
10. *Click* - Blue button "Proceed to Checkout" in the top right
11. Review and confirm the “Ship to Address”
 - a. To Edit: *Click* - Pencil to the right of “Shipping”
12. Input Accounting Codes
 - a. Can create defaults for future use
 - b. Feel free to leave the account blank and the Business Office will code for you
13. *Click* - “Add” in the Internal Notes and Attachments section below the Accounting Codes
 - a. Add any quotes or p-req (if applicable)
14. *Click* - “Assign Cart to Requisitioner” in the top right; below your cart
15. *Click* - "Search" and type your Business Office representative’s last name
16. *Click* - the “+” below "Action" with the correct representative
 - a. For future access, select "Add to Profile" – you will then be able to *Click* “Select” your representative from a drop-down instead of needing to search
 - b. *Click* - “Assign”
17. A Purchase Order will be sent to the vendor and yourself once reviewed and processed by the Business Office
18. The Vendor will perform services/deliver the product, and will send you an invoice to be paid.
19. Ready to Pay? Send the invoice to your Business Office representative with:
 - a. PO# (listed on the invoice or within the email)
 - b. Confirmation with an “okay to pay”

Blanket Purchase Order

- On the purchase requisition, list a “not to exceed” amount.
- Upload purchase requisition and complete form per the above instructions.

Increase in Purchase Order

- On the purchase requisition, list “increase PO” and the amount. Once the purchase req has been approved, log into buyWays.
- In the upper right corner, there is a “search” box. Click in this box and choose “Purchase Order.” Type in the existing PO number and hit return.
- When the PO pops up, go to the “comments” tab. In the box, type the message that you need to increase the PO. Under the comment box is a place to add your purchase requisition. Make sure you have checked the name of your Business Office representative in the email notification section above the comment box.
- When a vendor’s name can’t be found it’s because that vendor is not registered. Register the vendor before completing the ordering process.

Setting Your 23 Exemption

1. From the buyWays homepage, click on the person image on the top right of the page and click "View My Profile."
2. Click "Default User Settings" on the left and then "Custom Field and Accounting Code Defaults."
3. Click on the right tab labeled "Cart Defaults" and then the bottom "Edit" button in the Exemption Number row.
4. "Create New Value"; Type 23 in the "Value" box found in the middle under "Search For Value" & then "Search."
5. Check the box to the left of the 23-ATHLETIC FUNCTIONS PAID W/ATH. FUNDS is found on the bottom right of your screen; click "Add Value."
6. Under the Create New Value button, select the 23-ATHLETIC FUNCTIONS PAID W/ATH. FUNDS will hyperlink and turn blue when you hover over. Click either the one undervalue or description; it does not matter.
7. Check the "Default" box once it populates on the right under "Edit Existing Value" and then "Save."

Accounting Code Defaults

1. From the buyWays homepage, click on the person image on the top right of the page and click "View My Profile."
2. Click "Default User Settings" on the left and then "Custom Field and Accounting Code Defaults."

3. Setting your default account codes to prevent the need to complete each requisition is next. Click on the "Accounting Codes" tab in the middle of the screen (left of "Cart Defaults").
4. For each of the six custom fields: click "edit "or "Create New Value"; enter your preferred value for that custom field into the Value line, then "Search.".
5. Select the box to the left of that value, then "Add Values." This will then populate into the blue and white box to the left. Click on either the value or description.
6. Lastly, under Edit Existing Value, check the "Default" box and "Save." Repeat this step for the other five custom fields you would like to set as defaults by clicking the "Accounting Codes" tab to return to those selections.

Invoice Payment Status

1. From the buyWays homepage, type your supplier invoice number into the "Search (Alt+Q) bar on the top right. Ensure the drop-down to the left is selected on Supplier Invoice Number if that is what you are searching for.
2. Click on the CU invoice number to view details about your invoice. 3. In the middle of your screen, under the "Addresses" section is "Payment Information."
 - c. Accounting Date: date it was paid/processed
 - d. Pay Status: Paid/Payable - Payable is ready to pay out but is probably not 30 days old from the invoice date yet, which is when CU pays them
 - e. Payment Method: Check/EFT/etc. - EFT is wire/direct deposit d.
Payment/Record Number: This is the check number/EFT # you can provide to the vendor as proof of payment
3. If you have questions about a lost check, need one reissued, or what other invoices may have been paid on the same check/wire as your invoice, reach out to your Business Office representative, who can run a report let you know further information.

Checking Invoice Status

- **Searching for/checking the payment status of an invoice:**
 - 1. Log in to Clemson buyWays
 - 2. Type the invoice number into the search (Alt+Q) box found in the top right of the page
 - 3. Click the magnifying glass image to the search
 - 4. Quick search will appear; click on the correct invoice to see details.
- For other searches such as by supplier, use the standard search feature by:

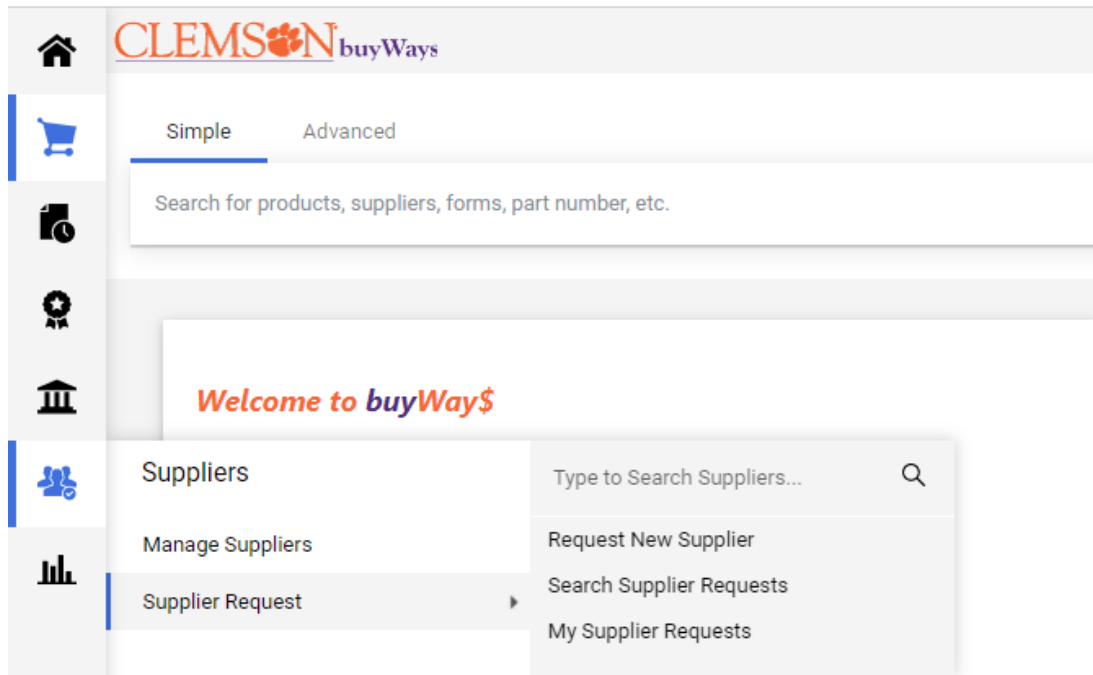
- 1. Clicking on the paper & clock (3rd icon down) on the left taskbar
 - 2. Hover over “search” and click “Invoices.”
 - 3. Click “Supplier: All,” for example, type the supplier into the search box, then “Apply.”
 - P Card Policies & Procedures
- *****Tips:** You may want to set defaults to make searching more effortless in the future by clicking “Add Filter” and then adding items like “Supplier,” “Supplier Invoice Number,” “Invoice Number,” and “Dept*.” To save these as defaults, click the down arrow to the right of “Save As,” located just to the right of “Search Invoices” towards the top of the page. Then click “Pin Filters” and “Yes.” To adjust the details in the transaction list below, click the blue gear logo on the right side of the screen above the transactions. Once in a preferred order, click “Pin Columns as my defaults,” then “Apply.”
 - Click on the invoice number to open the invoice and see all details, including payment information. If the invoice has been paid, it will show the processing date, whether it was paid or is close (payable), how it was paid, and the EFT/Check #.
 - If a check has been issued and needs to be canceled, canceled, and reissued, or a check is lost, please complete a [Stop/Void/Reissue request form](#).

Supplier Registration Process

Clemson Athletics Staff – Supplier Registration Instructions

1. Ensure the supplier is not already registered in BuyWays – click on suppliers, manage suppliers, search for a supplier on the left taskbar, or “All Suppliers on the top right.” Some suppliers may do business under a non-traditional name. (ex. Clemson Chick-Fil-A is Genuine Servant, LLC)
2. Acquire contact information for the individual at “New Supplier” that will be capable of completing the entire registration process, including financial information required to set up direct billing. This individual will be the primary point of contact to send the new supplier request to, as the email request cannot be forwarded.

3. Request new supplier: Within BuyWays: Suppliers (People logo on left task bar) -> Supplier Request -> Request New Supplier -> Type in Supplier Name -> Submit. Then complete the four steps where you add all information to start the process. *Enter your name and email for requester contact information.



4. Once submitted, University Procurement reviews the request and manually sends the supplier an invite to register (email will be sent from **support@sciquest.com**). If a supplier is already registered but inactive, then procurement will return the request and will provide further instructions.

Suppliers Registration Process

Travel Authorization/Voucher

- Important Note

Please cc Melissa King (king4@clemson.edu) on all travel authorizations. The authorizations must be completed BEFORE booking ANY travel arrangements.

Travel/Hotel Arrangements

- All hotel reservations (including all local hotels) should be **directly billed** to the Athletic Department. Please begin the vendor registration process in buyWays as soon as they are selected.

- Per Clemson University policy, any hotel stay 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 canceled.
- 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 **Florida**, take the **Certificate of Exemption**. The hotel will not charge tax if you have this form. Before arrival, it is best to notify the hotel that you have this exemption form.

Contracts

- All travel contracts (contract, agreement, memorandum of understanding, etc.) must be signed by the CFO or other designated signee.
- **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, **use your office landline phone whenever possible**. If that is not possible, **dial (864)656-5500, enter your Clemson University 6 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 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

<https://www.clemson.edu/administration/risk/insurance/international-travel.html#:~:text=Faculty%20and%20Staff%20traveling%20on,at%20864%2D656%2D0193>.

- **Clemson University Athletics staff must provide their passport and associated expenses. Clemson Athletics pays for only student-athletes' passports.**

Cash Advances

- Cash advances are issued only for purposes in which cash is needed. 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 14 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 time. A later 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 for valid business purposes, more than one cash advance may be issued to a staff member with written approval by Austin Dillard or Brandon Hall.

Interview Travel & Expenses

- Complete Authorization **prior to booking**
 - Complete **Individual Travel Authorization Form**, can be found on [Business Office website](#); submit completed form to Melissa King (king4@clemson.edu)
- Travel Booking
 - Contact Tina Murray (Anthony Travel Agent) for booking of commercial airfare, rental car(s), and/or lodging
 - Tina's contact: (864) 787-1770 (cell) | tinamurray@anthonytravel.com

****NOTE: All logistics booked through Anthony Travel should be paid by CUAD, not the interviewee**

- Meals Provided for Interviewee

- CUAD staff member(s) may accompany candidate for provided meal(s) during their visit to campus
- It is encouraged that a CUAD employee pay for all meal attendees
 - Receipt must be **itemized** and **show proof of payment**
 - Reimbursement must include **Business Meal Form**, can be found on [Business Office website](#); submit completed form to Melissa King with **Travel Voucher Form** (see in “Settlement” section below)
- Reimbursable Expenses for Interviewee
 - CUAD may reimburse interviewee for mileage (if driving personal vehicle), parking, and/or meals/snacks purchased during their respective trip (door-to-door)
 - To reimburse the prospective candidate, please send **legal name, address, and email** to Melissa King to get the individual set up in CUBS
- Settlement
 - Submit **Travel Voucher Form** (can be found on [Business Office website](#)) to Melissa King on behalf of candidate; form should include:
 - Airfare
 - Rental car
 - Lodging
 - Any reimbursable expenses for interviewee
 - Submit **Travel Voucher Form** to Melissa King for CUAD staff member(s) that incurred interviewee expenses

Team Travel and International Travel

Departure:

- During the **regular season**, to avoid excessive missed classes and support a fiscally responsible approach to team travel, a team may not depart more than one day before to an away competition unless approved by the CFO: or sports administrator.
- During vacation periods and NCAA competition, in particular those situations where the competition is scheduled to occur in a distant and unfamiliar setting, a team may leave more than one day before an away competition following approval from the Sports Supervisor.

Mode of Transportation

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

Time	Maximum Travel Distance	Mode of Transportation
5 hours	300 miles maximum	Bus or Van
5-8 hours	480 miles 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 by your sports supervisor. Official mileage and recommended mode of transportation to ACC schools are as follows:

Location	Mileage	Mode of Transportation
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	Air
Charlottesville, Virginia	438	Air
Tallahassee, Florida	395	Air
Blacksburg, Virginia	298	Bus or Van*
Raleigh/Durham/Chapel Hill, North Carolina	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 ten total people in a fifteen-passenger van.

Buses

- When **more than 20 passengers** are part of the official travel party, a **bus or minibus must be used**. Vans are not an option.
- Student-athletes, graduate assistants, undergraduate student coaches/managers, and volunteer coaches may not drive vans for team travel or courtesy vehicles at any time.

- **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 timely and then submit a travel authorization to the Compliance office. Upon approval by Compliance, the request will be sent to the Sports Supervisor for 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 commercial team flights or other circumstances prohibit commercial flights from being a viable option. Team travel by chartered aircraft requires three bids for all chartered flights.

The aircraft size used for each trip must be decided at the bid time. The Director of Athletics or his designee, in advance of the bid, must approve selected team charter planes for more than 30 passengers after reviewing the planned airplane manifest.

Vans

- 12 passenger vans may be loaded with no more than eight passengers (including the driver) and equipment. Fifteen passenger vans and equipment may be loaded with no more than ten passengers (including the driver).
- A qualified paid driver must be used if traveling farther than 300 miles one way or if a trip is expected to last more than 5 hours one way.
- Full-time staff certified by our Defensive Driving Program or have a CDL license may drive Athletic Department-owned vans and/or rental vans for team transportation. [See the Ground Transportation section below for more information on CUAD vans.](#)
- Student Workers Only – An exception to the under 21 age limit will be made for support personnel drivers 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.

International Travel Employee Checklist

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

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

- Travel outside 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/foreigntravel/>. 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 of validity on the passport expiration date. A non-contract source offering assistance can provide passport and Visa Requirements 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 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 the monthly stipend covers it). In addition, it is recommended that you purchase an international calling card (not reimbursable). To reduce the risk of fees associated with international calling, use Skype or other internet-based services.
- Before departure, make copies of all your travel documents, including your 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 a credit card/bank statement with the actual amount charged.

Additional resources can be found at:

- 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>

Transportation

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 with a personal credit card.
- Refer to CU Aircraft Policy and Selection Guide for information regarding Clemson University planes.

Ground Transportation:

Mileage

- The mileage rate for personal and courtesy vehicles is set by the IRS and updated each January.
- Mileage should start and end at the place of your employment. However, suppose you are leaving on a business trip directly from your home and do not go by your place of

employment. In that case, you shall be eligible for reimbursement for actual mileage starting from your residence.

Rental Vehicles

- When possible, use Enterprise/National for car rentals. The CUAD code is XZ26087, and the direct bill account is 17085949. This code offers a discounted rate and includes collision and liability damage waiver (CDW/LDW) insurance. Decline all other insurance coverage. Suppose you do not provide this information or use a different company and have an accident or a theft. In that case, your personal insurance will be liable for the coverage and will not be reimbursed by CUAD.
 - If Enterprise or National are unavailable, you can be reimbursed for collision damage waiver and liability damage waiver (CDW/LDW) insurance as long as you use 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 saving 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 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 certified by our Defensive Driving Program or with a CDL license may drive the athletic department and rental passenger vans. Requests for vehicles should be made as far in advance as possible. Suppose a reserved vehicle is not going to be used as initially requested. In that case, the Equipment Manager should be notified as soon as possible so that the reservation can be released for other services.
 - Defensive driving sessions are offered every semester. Certification is good for three years; then, you must 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 regularly.
 - 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 the bus driver must sign it. The maximum amount of tip allowed is \$50 per day. This form is in the appendix and can be obtained through the CUAD Business Office.

**More information can also be found in the “Travel/Hotel Arrangements” regarding transportation.

NCAA/ACC Reimbursement Policies

Please refer to the [NCAA Incidental and Travel Reimbursement](#) sheet for questions involving NCAA incidental and travel reimbursement policy. Please turn into your Business Office representative within 30 days of the event.

If a student-athlete is not registered with TigerPay and payment needs to be canceled/reissued through the form of a check, please contact Student Financial Services (Billing) at studentbillquestions@clermson.edu or 864-656-5592. (Need to figure out the best place to put this)

Per Diem

- All meal reimbursements for individual travel, including recruiting, are limited to the current daily per diem amounts.
- For team travel, per diem may be provided in place of a meal for breakfast, lunch, and dinner. Postgame per diem of \$15 may be provided in place of a meal on days of competition.
- 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 leaving before:	If returning after:	In-State Per Diem Rate	Out-of-State Per Diem Rate
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.
- Any non-overnight meal(s) claimed will be 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 meals expenses 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 with a necessary business purpose to be involved in such meals may be included.
- **NCAA Incidental (\$30/day) is given to student-athletes and coaches for the allowed number of days according to the [NCAA Incidental and Travel Reimbursement](#).** Every sport varies, so please refer to this document.

Lost Per Diem Card

- Lost cards are the responsibility of the cardholder. Coaches and other staff members will not help if you lose your card. Call the number on the information sheet that is included in the envelope with the card (866-213-8564) and request a new one. There will be a \$5 charge, but your previous balance will transfer over. For example, if you lose a card with \$50 on it. You will have a new card with a balance of \$45 sent to you.

***Any additional questions about per diem cards, please refer to the [Per Diem Card Process](#) document.**

Entertainment and Costs Containment

- Meal reimbursements based on actual expenses incurred may be made only if there is a business purpose. In these cases, itemized, detailed receipts must be submitted with the travel voucher.
 - **Each sport/department may provide a pre-season and post-season planning meals/appreciation meal for student workers/GA's/interns.** This meal must be reasonably priced and only include employees with a legitimate working relationship with the student workers/GA's/interns to be reimbursed.
- Travel vouchers with insufficient detail as required by the policy are returned to the staff member who submitted the form for correction. Processing of the transaction will be completed once more information are provided.
- Family/Guest Entertainment will be treated as follows:

- Local:
 - Spouses are not taxed if approved for 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 the employee if no incremental expense is incurred by CUAD.

Example:

Non-Taxable	Taxable
Spouse attends recruiting dinner when PSA’s parents/guardians attend	Spouse attends recruiting dinner when PSA’s parents/guardians do not attend. Spouses attend an occasional meal at a coach’s house (host family not taxed). Kids attend recruiting dinner.
Frankie’s Fun Park charges a flat rate regardless of the 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.

Example:

Non-Taxable	Taxable
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. Prior approval from their senior staff supervisor and the team is required. 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.**
- Once reimbursement has been processed, contact Kera Lynn McGlothen kbushik@clermson.edu in the payroll department with reimbursement information and invoice.
***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 their designee.**

Guest Travel Policies

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:
 - No mileage is paid to anyone other than the coach/employee. The mileage is reimbursed per the Athletic Department travel policy rate.
 - 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.
 - If airfare is needed, 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.
 - Any complimentary tickets provided to the family members will be taxable income to the coach/employee.
 - Clemson will provide one hotel room. Any additional rooms that are needed will be paid by the coach/employee.
 - No per diem provided for families. Meals for family/guests should be paid for by the employee.
 - 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 but may vary per sport.

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

- No mileage is paid to anyone other than the coach/employee. The mileage is reimbursed per the Athletic Department travel policy rate.
- 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.

- If airfare is needed, 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 12 rule). If seats are prorated by the NCAA, there will be taxable income assessed per seat.
- 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.
- 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.
- Spouses may receive per diem at a rate of \$35.00 per day in-state or \$50/day out-of-state. All per diem for spouses is taxable income to the coach/employee. Meals for family/guests should be paid for by the employee.
- 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. May vary per sport.

Sport	Not Reimbursed by NCAA	Reimbursed by NCAA
Football	<ul style="list-style-type: none"> • Regular Season • ACC Championship 	<ul style="list-style-type: none"> • Bowl Game • CFP National Championship
Baseball	<ul style="list-style-type: none"> • Regular Season • ACC Championship 	NCAA Tournament (All rounds)
Basketball	<ul style="list-style-type: none"> • Regular Season • ACC Championship • NIT/WNIT 	NCAA Tournament (All rounds)
Cross Country	<ul style="list-style-type: none"> • Regular Season • ACC Championship • NCAA Pre-Nationals 	NCAA Tournament (Finals)
Golf	<ul style="list-style-type: none"> • Regular Season 	NCAA Championship (Finals)

	<ul style="list-style-type: none"> • ACC Championship • NCAA Regionals 	
Rowing	<ul style="list-style-type: none"> • Regular Season • ACC Championship 	NCAA Championship
Soccer	<ul style="list-style-type: none"> • Regular Season • ACC Championship 	NCAA Tournament (All rounds)
Softball	<ul style="list-style-type: none"> • Regular Season • ACC Championship 	NCAA Tournament (All rounds)
Tennis	<ul style="list-style-type: none"> • Regular Season • ACC Championship • NCAA Regional 	NCAA Championship (Finals)
Track (Indoor)	<ul style="list-style-type: none"> • Regular Season • ACC Championship 	NCAA Tournament (All rounds)
Track (Outdoor)	<ul style="list-style-type: none"> • Regular Season • ACC Championship • NCAA Regional 	NCAA Championship (Finals)
Volleyball	<ul style="list-style-type: none"> • Regular Season 	NCAA Tournament (All rounds)

International Trip

- No mileage is paid to anyone other than the coach/employee. The mileage is reimbursed at the IRS specified rate defined in the Athletic Department travel policy.
- 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.
- 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.
- Complimentary tickets will be provided for the immediate family. This will be taxable income to the coach/employee.
- Clemson will provide one hotel room. Any additional rooms that are needed will be paid by the coach/employee.

- 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:

- Childcare provider's travel must be approved in advance by the sport supervisor.
- Only 1 childcare provider per family.
- Children must be under the age of 15.
- 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 if 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:

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

Note: Additional travel party members 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 or 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.

Employee/Non-Employee Complimentary Tickets

Complimentary Event Tickets

- Clemson University Athletic Department may offer complimentary event tickets to coaches/employees for home competitions, select away competitions, football bowl games, ACC, NCAA or NIT tournament basketball games, and College World Series baseball games. A limit will be placed on the number of complimentary tickets that are offered. These tickets are taxable income to the coach/employee.

Away Competition and Postseason Tickets

- Employees who are on the official travel party list for any away competition or postseason athletic event will be given at least one ticket to the event unless an access pass is provided. This event ticket will not be taxed since the employee is traveling in an official working capacity. If the employee does not need a ticket for the event (coaching, on the field pass, etc.), all complimentary tickets given to the employee will be taxed. In the instance of ticket books being complimentary, i.e., ACC basketball, any unused portion of the ticket book, once our team has been eliminated, must be returned to the Clemson University Ticket Office staff unless there is a justified business purpose for attending the remaining games. If the unused portion of the ticket book is not returned, the entire cost of the ticket book will be reported as taxable income to the employee.

Non-employee Complimentary Tickets

Complimentary tickets for all non-employees will be handled as follows for all regular season home contests. Clemson Athletics does not provide complimentary tickets to away games for non-employees except other university officials such as the Board of Trustees.

- Complimentary ticket requests have a two-step approval process that must be completed by noon the day before the game. The Complimentary Ticket Request Form must be completed and signed by:
 - CEO of IPTAY and
 - Director of Athletics, Deputy Director of Athletics or Associate Athletic Director of External Affairs
 - Only approved ticket requests will be printed in advance
 - All requests will be processed by the CU Ticket Office Staff

- For proper record keeping, all requests will be processed on the Donor/Prospect's IPTAY Account by the CU Ticket Office Staff
- The Donor/Prospect receiving the complimentary ticket request must sign for the tickets at the Athletic Ticket Office or appropriate Will Call area
- Any exceptions to this policy will require prior approval by the Director of Athletics or their designee.

Mail Room Policy

Current Procedures:

- Department employees bring mail/packages to Jervey Mail Room
- Football has their own FedEx account to allow pick-up and delivery to Reeves
- Jervey (Administration), Olympic Sports Equipment Room, and IPTAY have their own UPS account numbers

Areas of Focus

- Audits – There will be a heightened emphasis on auditing envelopes/packages mailed through CUAD/IPTAY
 - Review of recipients
 - Review of return addresses – Every item leaving CUAD/IPTAY must be identified with sender's name and department
 - Review of volume and packages
- Personal Items – Personal items (such as bills and Nike Elite returns) may be placed in the mail room staff member for pick-up by a postal service company provided the individual has already paid for postage. CUAD will not pay for personal expenses.
- Shipping Method – Outgoing mail will default to the most economical option unless mailroom employee is notified of a valid business purpose for using a more expensive alternative (delivery confirmation, overnight delivery, etc.)