



**CLEMSON UNIVERSITY
ATHLETICS BUSINESS OFFICE
POLICIES & PROCEDURES MANUAL**

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1 Purchasing Policy

1.1 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):

- Utilities (7018, 7020)
- Telecommunication/Phone (7009, 7010)
- Building Leases/Rent (7313, 7340)
- Food for students or business meals with previously contracted suppliers (7046, 7332, 7341)
- Medical expenses and vendors (7031)
- Student travel (6030)
- Insurance (7310)
- Refunds (7325)
- Awards, Scholarships, Honoraria (7305)
- Dues, Registrations, Memberships, and Scholarships (7026, 7347, 7348)
- Athletic Officials (7023)
- Athletic Travel (6029, 6034-6038, 6043-6049, 6055-6056, 6063-6068, 6072-6073, 6041-6054)
 - OV and Team Meals
 - Hotels
- Subscriptions – NOT including software/IT service subscriptions (7327)
- Employee Travel (6001-6024)
- Guarantees and Athletic Tickets (7035, 7346)
- Postal Services (Stamps, Postage, Passport) (7006, 7207)
- Attorney Fees (7001)
- Guest/Visitor Travel & Reimbursement (7039, 7053)
- Coca Cola
- Barnes and Noble (for textbooks)
- Campus Copy Shop (for student materials ONLY)
- Campus Banner (on-campus)

1.2 Ordering from Vendors

1. **IT Equipment:**
 - Work with Jason Lecroy to purchase IT equipment.
 - Computers will be charged to Admin.
2. **Team Equipment:** Team-related equipment, supplies, and uniforms
 - Order requests are coordinated through the Equipment Room.

1.3 Issuing PO

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

OR

- Student-Athlete's specific items requiring compliance approval.
 - Includes: Awards, Books, Occasional Meals, and Team Entertainment
 - Recruiting subscriptions

1.4 Alcohol Policy:

- Please refer to the [Campus Alcohol Policy](#).

1.5 Business Meals

- Business Meal reimbursement procedures must be followed when an employee is traveling within 10 miles of their headquarters or overnight travel is not required.
- For a meal to be considered a business meal it should meet the following criteria:
 - At least two people must be present.
 - At least one of those present should not be a University employee.
 - University business must be discussed.
 - There must be an expectation of a business benefit (i.e. lunch with a professional candidate or with a potential donor).
 - There should be no "substantial distractions" (i.e. sporting events, theaters or nightclubs)

Greater than 10 miles beyond office or residence may be reimbursed with unrestricted funds up to the State per diem allowance. Any excess over the per diem allowance should be paid from self-generated funds if program related or directly paid with Foundation funds.

Refer to the [disbursement grid](#) for further assistance. Reimbursement should be submitted through Concur by creating a Non-Travel Employee Reimbursement Report and including the meal expense in that report.

1.6 Tax Exemption

- 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.

**** NOTE: We are not tax-exempt in South Carolina.**

2 P-Cards

2.1 Policies

- Reports must be submitted in Concur by the Friday of the first full week following the prior month.
- **Do not split purchases to stay under the limit.**
 - If suppliers split payment, try to contact the supplier to get the charges reversed. If they agree, an increase will be needed, and they can re-charge the card once the increase has gone into effect.
- Use the [Bank of America Global Access App](#) to check spending and review remaining balances.
- 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 [Policies, Procedures and Guidelines](#) for more information.
- For questions pertaining to P-Card, contact:
 - Liaison (Business Office Contact)
 - Katie Jennings – P-Card Coordinator, knjenni@clemson.edu
 - Claire Chapman – Concur & P-Card Administrator, clemsontravel@clemson.edu
- To report a lost or stolen card, contact the Bank of America Fraud Department, (800)500-8262

2.2 **Purchases**

Allowable	Not Allowable
Computers/iPad/IT Software (With Jason Lecroy's Approval)	Birthday Cakes
Coffee and Toiletries for General Public Areas	Flowers
General Supplies (Non-Registered buyWays Suppliers)	Game Tickets
Official Visit Meals and Supplies	Gas
Registration Fees	Gift/Greeting Cards
Subscriptions (With Compliance Approval for Recruiting Related Services)	Meals NOT Involving Clemson Students
Team Hotels, Meals, and Parking	Payments to Individuals for Services
Rental Cars (PCard Holder Must be on Trip)	Personal: Charges, Gifts or Travel
Airport Parking	Recruiting Travel (Except Rental Cars)
	Toll Fees (Unless on Rental Invoice)
	Unofficial Visit Expenses
	Baggage Fees (If Separate from Ticket)
	Homesharing (Airbnb, VRBO, etc.)

*This list is not all-inclusive; please check with your ABO Liaison BEFORE purchase if you have a question(s).

* [**P-Card Policies with the full list**](#)

- General Purchases
 - Attach receipt online in Concur.
 - Receipts are required for every purchase.
 - Provide a description of the purchase.
- Travel Purchases
 - Must have completed travel authorization before using P-Card for travel expenses.
 - Upload receipts 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

2.3 P-Card Increase

- For single transactions over your designated limit or if you anticipate needing more than your monthly limit:
 - **BEFORE** making the purchase, work with your business office liaison to submit the request for an increase in Concur.
 - You will also need to provide the 5 W's so that there is as much information as possible. (Who? What? Where? Why? When?)
 - For a purchase over \$10,000 you will need to provide 3 bids in addition to the 5 W's.
 - The increase must be approved by the state, so it is important to provide as much information as possible.
 - **Requests go through multiple levels of approval, so submit them well in advance to allow sufficient time for state review, if applicable.**

2.4 Violations

PURCHASING CARD PROGRESSIVE DISCIPLINE GUIDELINES			
OFFENSE	1st Offense	2nd Offense	3RD Offense
Missing receipts/failure to upload receipts in Concur*	Written warning and liable for all undocumented purchases	Suspension of card privileges from 3 to 6 months and liable for all undocumented purchases	Revocation of card privileges and liable for all undocumented purchases
Splitting of purchase Over \$2,500	Written warning	Suspension of card privileges for 3 months	Revocation of card privileges
Inappropriate purchases outside the scope of fund mission/ unauthorized purchase	Written warning and possible fund reimbursement	Suspension of card privileges for 3 months and possible fund reimbursement	Revocation of card privileges
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 disciplinary actions depend on severity, frequency, and prior counseling. Violations are documented by the P-Card Administrator, who decides the appropriate response. Repeated minor offenses may result in suspension or loss of privileges. Cardholders can regain access by retaking training and scoring 80% or higher. Suspected fraud must be reported to Bank of America within 30 days.

3 Travel Policies – All Types

3.1 Hotel Arrangements

- Hotel reservations should be **directly billed** to the Athletic Department, if possible.
- Employees should use self-parking if it is available.
 - Valet is only reimbursable in the full amount if it is the only option.
 - If valet is used, employees will only be reimbursed the self-parking amount.
- Home Sharing (Airbnb, VRBO, etc.) is permissible, but the employee is liable for any additional damages. The employee is responsible for understanding and agreeing to the terms and conditions set by the home sharing platform and host.
 - You may be reimbursed for additional costs your host incurs in accommodating you only if you are able to substantiate the costs and they are determined to be reasonable.

3.2 Contracts

- All travel contracts 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).

3.3 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) host money related to on-campus prospect visits
 - c) prospect mileage reimbursements
 - d) other travel where cash is needed

****NOTE: Cash advances will not be issued for individual travel.**

****NOTE: During holiday and vacation periods, we emphasize using Red Card for meals.**

- 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 21 days of the completion of the trip/event to which the cash advance relates.

3.4 Tipping/Documentation of Meals

The IRS requires the following documentation to be eligible for reimbursement:

- A clearly stated and justifiable business purpose
 - Time, date, and location of the meal
 - Original itemized receipts.
- **Tips must not exceed 20% of total bill, including tax.**
 - If the tip exceeds 20%, the employee will only be reimbursed up to a 20% tip.
- A list of all attendees and their affiliation. At least one person must be a non-university affiliate (e.g. donor, outside business colleague, etc.) Expenses may be incurred only for those individuals whose presence is necessary to the business discussion.

3.5 Travel Receipt Policy

- Missing Receipt
 - Any expense requires an itemized receipt, regardless of payment type.
 - **Receipts are always required for all direct bill and PCard purchases.**
 - If missing receipt, purchaser must fill out the [Missing Receipt Affidavit](#) in Concur.
 - Expenses (excluding air, rail, rental cars, lodging, registration fees, business meals) that are paid with personal funds do not require receipts, but each must be itemized on post-trip reconciliation and fill out the missing receipt affidavit on Concur.
 - Exception: Student-Athletes and speaker/consultant travel. Must be required.

3.6 Commercial Airlines

- It is **strongly** recommended that commercial airfare be booked through Anthony Travel.
- Make tentative advance arrangements timely and then submit a travel request through Concur.
- AirFare Card can be used for airfare charges for Faculty, Staff, and Student Employees if booked through Concur or with your Anthony Travel Agent.
- CUAD will cover TSA Pre-Check and Passport expenses for student athletes and student support staff. CUAD cannot cover TSA Pre-Check and Passport expenses for staff.

3.7 Mileage

- Reimbursement for mileage may only be reimbursed when an employee enters into travel status, as designated by Clemson University Office of Procurement. This is designated as travelling more than 10 miles from their office or his/her home.
- Christmas break: Only travel to and from home is covered. No per diem or additional travel expenses will be reimbursed unless the individual is required to remain on campus.

3.8 Rental Vehicles

The grid below provides detailed information on rental car insurance.

Location	Car Agency	Payment Type	Insurance Details
Domestic	XZ26087 National/Enterprise (Preferred)	P-Card if in their name or Personal Card for Employee Travel Direct Bill for Team Travel or OV's Account 17085949 P-Card if in their name or Personal Card for Employee Travel Account 2247755	Included as a CUAD employee Do not purchase additional coverage
Domestic	Hertz	P-Card if in their name or Personal Card for Employee Travel Account 2247755	Included as a CUAD employee Do not purchase additional coverage
Domestic	Other Agency	Personal Card	Purchase damage waiver Reimbursable expense
International	Other Agency	Personal Card	Purchase damage waiver Reimbursable Expense

****NOTE: The employee is never liable for the insurance cost domestically or internationally. The employee is liable for the damages if they get into an accident and do not select the insurance coverage (for non-Enterprise/National cars).**

- If toll charges appear on the rental car receipt, they are considered permissible expenses. Toll charges billed separately are eligible for reimbursement if not part of the daily commute.

3.9 Vans

- **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.
 - Defensive driving sessions are offered every semester. Certification is good for three years. 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.

3.10 Student Workers/GA/Intern Meals

- Meals based on actual expenses incurred may be made only if there is a business purpose. In these cases, itemized, detailed receipts must be submitted in Concur.
 - 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.

3.11 Cost Containment Reminders

- 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 anything considered a personal expense while traveling. Some examples of personal expenses while traveling include but not limited to:
 - Dry cleaning or laundry charges
 - Personal care items
 - Hygiene products
 - Over the counter medications
 - Snacks, bottled water, grocery items, etc. 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 travel.
- Traveler must reimburse the University for any travel-related expenses incurred by the University and ultimately paid by another entity.

3.12 60-Day Rule (Tax Impact)

- 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@clemson.edu in the payroll department with reimbursement information and invoice.

****NOTE: 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.**

4 Team Travel Policies

4.1 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 an away competition unless approved by the CFO or sports administrator.
- During vacation periods and NCAA competition, particularly 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.

4.2 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 sport supervisor. Official mileage and recommended mode of transportation to ACC schools are as follows:

Location	Mileage	Mode of Transportation
Berkeley, California	2,588	Air
Stanford, California	2,573	Air
Boston, Massachusetts	1,005	Air
Dallas, Texas	910	Air
Syracuse, New York	853	Air
Miami, Florida	775	Air
South Bend, Indiana	692	Air
Pittsburgh, Pennsylvania	578	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*

4.3 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** or by email: tinamurray@anthonytravel.com OR Heidi McDermaid, cell: **904-545-6410**, or by email: HeidiMcDermaid@anthonytravel.com

4.4 Vans

- Twelve-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.

4.5 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.
- Sport supervisors, in conjunction with the Chief Financial Officer (CFO), will review travel plans for the competitive season together to promote the purposes stated above. The size of aircrafts used for each trip must be determined at the time of the bid. The CFO and sport supervisor, in advance of the bid, must approve selected team regional charter planes for more than 30 passengers after the team travel rosters have been provided for review.
- Guidelines:
 - Sports other than Football, Men's Basketball, and Women's Basketball: If the cost of a charter flight exceeds the cost of team commercial flights, charters will only be considered for conference competitions 350 miles or more from Clemson. This excludes contests at the University of Miami and Boston College and, beginning in 2024-2025, at Cal, Stanford and SMU, which typically will be commercial flights unless other circumstances subject to this policy apply. If the cost of team commercial flights exceeds the cost of a charter flight, charters will be considered pursuant to this policy. Head coach will provide charter requests, including the rationale for such request, to his or her Sport Supervisor and CFO for consideration. Sport supervisor and CFO will review travel plans for the competitive season together to promote aggregate gender equity. Fundraised dollars should NOT be designated for charter flights.
 - Men's Basketball and Women's Basketball: Charter flights may be considered for all regular season contests (this excludes preseason scrimmages and exhibition games) 150 miles or more from Clemson, including contests impacting student-athletes' academic schedules. Sport supervisors and CFO will review travel plans for the competitive season together to promote aggregate gender equity.
 - Football: Based on travel party size, equipment transportation requirements, and other logistical considerations, football may be permitted to charter flights for all contests which take place 150 miles or more from Clemson

- Exceptions: If other circumstances, at the discretion of the CFO and/or the Sports supervisor (in consultation with the Athletics Director), make charter flights a more viable option (must be documented by Business Office).
 - Missed class time
 - Competitive disadvantage
 - Cost
 - Non-conference travel scheduled prior to effective date of policy

4.6 Per Diem – Meal Reimbursements

- For domestic travel, per diem of breakfast, lunch, and dinner will be provided based on the [government-stated meal per diem rate](#) tip for each city/state.
- If a meal is provided, the employee is not eligible for per diem for that meal.
- Per diem cannot be claimed for travel unless there is an overnight stay or the traveler is off campus for >10 hours.
- Vacation Period (Classes not in Session):
 - Student-Athletes, Student Managers, and Graduate Assistants (GA) may be provided with three daily meals via either Red Card or team meal, (e.g. breakfast, lunch and dinner) when classes are not in session and dining halls are closed.
- **Meal reimbursements involving student-athletes and appropriate staff 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.

4.7 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 (833-848-5768) and request a new one.

4.8 Incidentals

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. Please turn the sheet into your Business Office representative within 30 days of the event.

- Incidentally - \$30/day is given to student-athletes and student-managers for both home and away trips.
- Staff can claim \$30/day incidentals for away NCAA Postseason events.
 - The \$30/day incidentals are taxable to the staff member.

5 Individual Travel Policies

- A travel request must be submitted, in Concur, prior to travel dates.
- If a traveler pursues a personal business and/or vacation in conjunction with business, it must be disclosed and approved prior to the trip with dates included.
 - Departure one day earlier or later than the business travel dates is considered reasonable. Any costs outside of these days would qualify as personal travel and be treated as such.
 - If air travel is involved, attach a comparison quote from Concur to show if the extended trip resulted in higher costs. If yes, the traveler is responsible for reimbursing the University for the difference in fare.
- P-Cards are not allowed for individual travel. The only allowable expense for individual travel is registration.
- 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.
- Per University policy, any hotel stay within 50 miles of the traveler's office is not reimbursable.

5.1 Air Transportation

- Travel on commercial airlines must be by coach or economy class. Upgrades or additional charges for seat selection are prohibited by CUAD unless an allowable exception exists and has been documented with the department. The additional charges must be paid with a personal credit card.
 - Accommodations based on a medical disability must be certified through the Office of Access Compliance and Education prior to booking your airfare.
 - To request a reasonable accommodation, complete the [Request for Reasonable Accommodation Form \(PDF\)](#) and submit it directly to the University ADA Coordinator at priscih@clemson.edu.

- Refer to [CU Billings Rates](#) – Flight Services for information regarding Clemson University planes.
- Process for upgrading flight (personally):
 - Purchase an Economy ticket through Anthony travel agent.
 - Upgrade on your own card to a first-class seat once the prices are released by the airline several days before the flight.

**** NOTE: You are not guaranteed a first-class seat until you book the first-class ticket on your own.**

5.2 Ground Transportation:

- The mileage rate for personal and courtesy vehicles is set by the IRS and updated each January.
 - The rate as of 1/1/2026 is .725 cents per mile.
- 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.

6 International Travel Policies

6.1 International Travel Employee Checklist

****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 a Foreign Travel Form, completed in Concur, in addition to the Team Travel Authorization Form.
- If [International Travel Insurance](#) is purchased, it must be obtained through CU Risk Management.
- 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.

- [Just Passports](#)
 - [CIBT visas](#)
 - [Travel.State.Gov](#)
- Verify [immunization requirements](#) and review the CDC information specific to the country you are visiting.
- Review the [U.S. Department of State website](#) for additional resources and travel warnings.
- 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.
- Call your cell phone provider for information on usage while traveling internationally. 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.
- Internet charges are allowable during travel status if required for official University business.
- When traveling to another country with equipment (laptops/mobile devices) or information subject to export controls, Export Control approval is required. International travel requests, including travel to Canada, are routed to the Export Control Office automatically when equipment or information subject to export control is required for travel.
- Before departure, make copies of all your travel documents, including your passport and credit cards.
- Additional resources can be found at Clemson University International Travel Checklist & Per Diem in the [Concur Travel section](#)

6.2 International Trip – Guests Included

- No reimbursement 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, if 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.

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.

7 Guest Travel Policies

7.1 Interview Travel & Expenses

- Travel Booking
 - Contact Tina Murray (Anthony Travel Agent) for booking 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(s) 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**.
 - Include attendees and attach itinerary to upload on Concur.
- 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).
 - The department hosting the guest should use the Guest/Visitor Reimbursement form in Concur to reimburse the individual to submit within 30 days.

7.2 Family Travel for Student-Athlete/Support

- The funds to cover these expenses come from the sport budget
- Need ABO and Compliance approval

Athletics will cover:

- Round trip transportation (flights or mileage)
- Rental car (if flying)
- Lodging for a maximum of 3 nights
- 3 full days of meals (breakfast, lunch, and dinner)
 - Parents must provide receipts for reimbursement
- Two guardian(s) maximum

7.3 CUAD Staff -- Family Member Guests

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.

7.4 Non-Covered Trip -- Regular Season/ACC Tournament/NCAA Non-Championships

- Only the coach's mileage is reimbursed, according to the Athletic Department's travel policy. Family members do not get mileage reimbursement.
- If traveling by bus, spouses and children can ride if seats are available. This is not taxable to the coach.
- If flying:
 - The Athletic Department pays for the spouse's airline ticket, but this counts as taxable income for the coach.
 - The coach pays for any children's tickets.
 - For charter flights, if there are extra seats, coaches can request one without taxable income. If seats are prorated, taxable income applies.
- Complimentary tickets given to family members are taxable income for the coach.
- Clemson provides one hotel room; additional rooms must be paid by the coach.
- No per diem is provided for family members; the coach pays for their meals.

7.5 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 and 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.
- In conjunction with GSA rates, 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.

7.6 **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 financially 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.

7.7 **Family Entertainment/Cost Containment**

- 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.

8 Employee/Non-Employee Complimentary Tickets

8.1 Complimentary Event Tickets

- Complimentary event tickets will be offered 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.
 - The coach/employee would pay an amount equal to the tax of the face value of tickets. i.e. football season tickets cost \$400, the Clemson employee would pay tax on those tickets.
 - Coaches/employees will also have the opportunity to purchase away tickets.

Group	Football Season	Football Away	Football Non-CFP	Football CFP-Home	Football CFP-Off Campus	Football CFP-Neutral	MBB/WBB Season	MBB/WBB Postseason	Gymnastics Season
Employees									
Football Coaches and Support Staff	4	4	4	4	4	4	2	0	2
Assistant Basketball Coaches	2	2^	2	2	0	2	4	4	2
Senior Staff/Dept. Heads +	4	4^	4	4	0	4	4	0^	4
Olympic Head & Asst. Coaches#	2	2^	2	2	0	2	2	0	2
Other Employees +	2	2^	2	2	0	2	2	0	2
Student Assistants									
Football Graduate Asst./Students	1	2	2	1	0	2	1	0	2
Non-FB Student Managers/Trainers/GA*	1	0^	0^	0	0	0^	0	0	2
Retirees									
Retired Department Heads	4	2^	2 (as available)	2 (as available)	0	2 (as available)	2	0	0
Other Retirees	2	2^	2 (as available)	2 (as available)	0	2 (as available)	2	0	0
Student-Athletes									
	NCAA LIMIT	NCAA LIMIT	NCAA LIMIT	NCAA LIMIT	NCAA LIMIT	NCAA LIMIT	NCAA LIMIT	NCAA LIMIT	NCAA LIMIT

#Unless otherwise noted in their contracts

+ includes IPTAY and Ventures employees

* 2 tickets in the sport they are employed

^ Opportunity to purchase tickets

8.2 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.

8.3 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.

9 Mail Room Policy

9.1 Current Procedures:

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

9.2 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.)