WILLIAM AND MARY ATHLETIC DEPARTMENT
TRAVEL REIMBURSEMENT POLICIES

Last Update: 8/6/15
Effective 9/14

The Athletics Travel Coordinator will be responsible for completing the travel reimbursement for all athletics department travel, based on the information submitted by the traveler on the individual travel reimbursement form, and in compliance with athletics department travel policies. Travelers must follow the procedures listed below to be reimbursed for work-related travel.

1. All travel must be approved in advance with a travel authorization form. Work with the Athletics Travel Coordinator in advance on all transportation (school car, rental car, flight, charter bus, etc.) and lodging arrangements.

2. As soon as possible (no more than 10 business days) after the conclusion of the trip, submit an individual travel reimbursement form, including the details listed below. If there are no receipts or other documentation needed with your reimbursement, this form can be emailed to the Athletics Travel Coordinator.
   a. Name of the traveler(s) and Sport/Department
   b. Purpose of the trip (recruiting, team travel, etc.)
   c. Date of departure from campus, and date of return to campus. If traveled to multiple locations on one trip, list the date of arrival to and departure from each location.
   d. Lodging location: City, State and Zip Code (hotel or the address of a place that you stayed at no cost).
   e. If individual traveler, list the requested per diem for each day (either a specific dollar amount, what meals you would like to claim reimbursement for or “maximum allowable”). This will be subject to athletics department limits. W&M accounts payable policies may require that some or all of the per diem be considered taxable income, and/or must be funded with Tribe Club money. The Athletics Travel Coordinator will make every effort to limit these situations.
   f. Details of personal vehicle usage. If requesting personal vehicle mileage reimbursement, list each day of the trip, and include the full street address (including city, state and zip code) of each place that you drove to, or the actual starting and ending odometer readings for your vehicle on each day. The official base point for all athletics department travel will be W&M Hall. A Google Maps or Mapquest printout is required for documentation of all mileage claimed. Also state the reason for driving a personal vehicle (mileage will be reimbursed based on the reason and department vehicle policy):
      i. State or rental vehicle unavailable
      ii. State or rental vehicle available but would not meet needs (explain)
      iii. Personal vehicle cost beneficial to the state (include justification required by vehicle policy)
      iv. State or rental vehicle not requested.
   g. Explanation of any unusual expenses.

3. Attach any receipts or other documentation necessary to support your reimbursement request. Do not attach receipts for expenses which were charged to a school credit or gas card. Each receipt must be taped down to an 8 1/2 x 11-inch piece of paper so that all information on the receipt is fully visible. Do not fold over receipts or put receipts on top of each other. Please submit receipts in some orderly manner, either by grouping receipts by day, or by type of expense (for example, all meals one sheet, all tolls and parking on another). The information that is needed includes, but is not limited to:
   i. A team per diem receipt form, if per diem is given to anyone other than the person seeking reimbursement. This sheet should list the amount of money actually given to each person in the travel party. Do not have people sign for money that you did not hand to them. The sheet must include:
      1. the date(s) for which each person received money
      2. the amount of money provided per day
3. the location of the trip (city, state and zip code)
4. the printed name and signature of each person who received the per diem.

This information must be printed on the form prior to it being signed. Each person receiving money must sign the form.

ii. **Group Meals** should always be charged to the W&M credit card of a person on the trip. If extenuating circumstances prevent charging a meal to a W&M credit card, attach any meal receipts with a written explanation of the circumstances preventing the use of a W&M credit card. Next to each receipt, print the type of meal (breakfast, lunch or dinner), the number of people at the meal, and if there were 10 or fewer people, the full name of each person.

iii. Travelers should always use a school gas card to fuel rental cars or school-owned vehicles, as it is the cheapest option and does not require submitting a receipt. If a gas card is not available or does not work, **submit a receipt for gas**, and either proof of a rental car, or an explanation stating the gas was used to fuel a school-owned vehicle. You cannot be reimbursed for gas used to fuel a personally owned vehicle.

iv. All team hotels should be charged to the Athletics Travel Coordinator’s credit card or in rare situations, direct billed to the Athletics department. Individual hotels should be charged to the individual’s W&M credit card. If this is not possible, **attach a receipt for the hotel**, showing a zero balance.

v. **Receipts for any entry fees or tickets** to games, tournaments, etc. Use a W&M credit card for these expenses whenever possible.

vi. **Receipts for tolls, or a printout of your EZ Pass statement**, indicating the tolls paid on your trip. Use a W&M credit card for these expenses whenever possible.

vii. **A description of any unusual expenses**, keeping in mind that the person reviewing this material was not on the trip with you.

viii. **Any other documentation needed to support an expense**. All receipts must indicate that you actually paid for something. Do not submit an invoice showing a balance due.

**PLEASE TRY TO LIMIT THE NEED FOR REIMBURSEMENTS. USE A W&M CREDIT CARD WHENEVER POSSIBLE FOR ANY EXPENSE.**

4. Within five business days, the Athletics Travel Coordinator will review the submitted documents and will either send a follow-up request for more information, or complete the travel reimbursement form and put it in your mailbox to be signed.

5. As soon as possible (no more than five business days), sign and date the form where indicated, and return it to the business office.