William and Mary Athletics
Convention Travel Guidelines

Last Update: 8/6/15
Effective Date: 11/11/09

Travel to conventions will be considered as opportunities come up and could be approved if additional funding is already in place. Funding can be in the form of additional revenue (Tribe Club, other fundraising, etc…) or through expense savings in other areas.

1. Initial Request: Submit a travel authorization request, statement of justification, identification of funding, and a detailed breakdown of all anticipated expenses to the Business Office at least four weeks prior to the event. This should include (but is not limited to) airfare, car rental, mileage, parking, fuel, lodging, meals and registration fees subject to the guidelines below. All current W&M or department policies must be adhered to for convention travel. Convention expenses will be reviewed and approved by the Business Office and at least one other senior administrator.

A. Travel Authorization Forms: In all cases, a traveler must have a signed, approved travel authorization prior to making any firm arrangements for travel. An initial "pre read" on the trip may be given prior to the authorization being completed, but this does not replace the need for a signed and completely approved travel authorization form. A travel authorization form should be submitted at least two weeks before travel arrangements need to be confirmed. Failure to get proper approval will put the traveler at risk of being personally responsible for any unapproved expenses.

B. Justification: Include a summary (one or two paragraphs) of the anticipated benefits from attending the convention. If the convention is required, include information about who is requiring attendance and the consequences of not attending. If more than one person is attending the convention, include an explanation of the benefits and additional cost of having multiple people attend.

C. Funding Source: A source of funding for the convention must also be identified prior to approval. Trips may be funded utilizing additional sources of revenue or expense savings in other areas. If savings in other areas are to be considered, it is strongly preferred that the savings was already realized (team travel is completed and under budget, or equipment has already been purchased at a lower than budgeted cost). Teams or departments that had unapproved budget overages in the previous fiscal year will not be approved for convention travel.

If Tribe Club funding is to be used, at a minimum, a team's Tribe Club account must be able to cover the budgeted draw for the current year and still have a positive balance. Consideration will be given to the future expected draws from that account.

2. Airfare: Coach class, purchased at least 14 days in advance. Must be no more than $50 higher than the least expensive earlier flight on that day from any of the local airports (Newport News,
Norfolk, Richmond) on any airline to any airport within 25 miles of desired destination airport. Parking, baggage fees and other transportation costs should be considered.

3. **Car Rental**: A vehicle should only be rented at the site of the convention when it is less expensive than other transportation options (airport shuttle, subway, taxi, etc). Use the least expensive vehicle and the department’s Enterprise or National account (contact the Business Office/Athletic Travel Coordinator for a link to these websites).

4. **Personal Mileage**: Using a personal vehicle for work-related purposes is strongly discouraged. The traveler can only be reimbursed for personal mileage if it is more cost-effective than using a state vehicle or rental vehicle.

5. **Parking**: If leaving a car at a local airport, traveler must use the least expensive parking option available (i.e. satellite lot instead of daily lot).

6. **Lodging**: All rooms must have at least two people with the exception of head coaches. Only head coaches may have a single room. Other than a head coach, if only one W&M employee is traveling, the employee must find a roommate to share the cost of the room or receive a written exemption from the Associate AD-internal. Hotel cost must be within the U.S General Services Administration (GSA) maximum lodging rates. If a traveler cannot find a hotel within these guidelines, he or she must provide justification why the requested hotel is the most cost-effective option. This should include a comparison of other hotels in the area, complimentary meals, reduced need for transportation, etc.

7. **Per Diem**: Meal per diem is limited to no more than $30 per person, per day. This will be reduced proportionally (20% breakfast, 30% lunch, 50% dinner) if the hotel or convention provides meals at no cost. Amounts more than $30 per day may be requested for pre-approval up to 75% of the maximum allowable per diem rate in certain cities.

8. **Socials/Sporting Events**: Admission fees for social events or sporting events are not an approved expense and will not be reimbursed.