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<b>Name:</b>	<b>Travel – Student-Athlete Meal Allotment</b>
Policy Number:	4-3016
Origin:	Financial Services
Approved:	3 December 2019
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Financial Services Reporting & Audit
Effective Date:	2019-DEC-03
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The allotment of student-athlete meals will be governed under both the University Travel Policy and Usports Regulations (50.10.2.4.3). All student-athlete meal allotments will be handled as a daily per diem or through team meals or a combination of the two.

- A) Per Diem – a meal daily per diem to a maximum of \$25.00 per day per student-athlete is provided for game travel. Each team coach is responsible for the administration of this per diem. The coach will obtain a signature from each student-athlete on a meal per diem form indicating receipt of funds – the form will be submitted with a coach's Reimbursement Form.
  
- B) Team meals – where team meals are organized and paid for by the team coach, the coach is required to provide receipts for the cost of the meal. Original detailed restaurant receipts and a team list are to be included in the coach's Reimbursement Form.

Total meal allotment for the day not to exceed \$50 as per Usports Travel policy.

The use of a PCard is prohibited for travel, meals and entertainment expense (including airfare, hotels, vehicle rental, and snacks). See Pcard Policy 4-1021 - Procure to Pay Services – Purchasing Card Program.

This policy is subject to review on an as needed basis.