
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: ATHLETIC TRAVEL

NUMBER: PRO 4-10

REFERENCE: Board Rules 4.13 and 5.17

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I. RESPONSIBILITY

TRANSPORTATION

- a. The Athletic Director will schedule transportation for all athletic travel out-of-county. Athletic transportation will be in the form of College-owned vehicles, bus service or rental vehicles and, under special circumstances, private cars. The cost of such travel will be charged to the budget for that individual sport.
- b. If College vans are used during normal operating hours, they will be picked up by the coaching staff and be available in the rear of the gymnasium parking lot at least one hour prior to departure time. If bus transportation or rental vehicles are to be used, it is the responsibility of the coach to secure the vendor information and complete all travel request documentation, 7-10 days prior to travel.
- c. The Athletic Director will make all reservations for bus transportation or rental vehicles in writing. However, due to the nature of the rental business, especially during the tourist season, it is suggested that the coach contact the appropriate vendor at least two days prior to the trip to confirm the reservation and the date and time of the reservation/departure.
- d. Should a coach experience trouble with a vehicle on the road, whether it be a College van or rental vehicle, appropriate action should be taken to have the vehicle repaired, if feasible, at that point. If it appears that the problem is of a severe nature, the following steps should be taken:
 1. If College vans, the coach should call the Athletic Director, either at home or at the office, and alert him/her to the problem. The Athletic Director will attempt to contact the appropriate people at the College for a solution;
 2. If the problem is with a bus or rental vehicle, the coach should contact the main office of the vendor/company to seek a solution. If the coach cannot reach the vendor/company, he/she should call the Athletic Director who will attempt to secure assistance;
 3. Under all circumstances, paid receipts must be secured and returned to the Athletic Director for any and all expenses incurred for repair, towing, and other services rendered in conjunction with a vehicle breakdown.

REIMBURSEMENT FOR MEALS

Student athletes will be reimbursed for meals according to guidelines set forth in FS 112.061. All requests for student-athlete meals should be completed according to Rule 5.17 (Travel). Student- athlete meal money allotment shall not exceed the amount determined by College policy for student travel. Student verification forms and any remaining meal money must be returned to the athletic office within two working days of travel.

CLASS ATTENDANCE AND EXCUSE POLICIES

- a. Lake-Sumter State College athletes are required to abide by the class attendance policies as outlined in the Catalog and Student Handbook. Excused absences are permitted for student-athletes who must travel for away games or participate in home games played during class time, with prior approval.
- b. In order for a student-athlete to be excused from class for an athletic activity, he/she must have approval from the instructor(s), prior to travel. Information concerning class absences can be found in the Student-Athlete Handbook and the College Catalog.

New: 04/09/1999

Revised: 02/08/2001, 06/30/2009