

**ARTICLE 16**  
**TRAVEL EXPENSES**

Section 1.

A. A COACH who is authorized by the STATE SYSTEM/UNIVERSITIES to X on official business shall be paid for expenses actually incurred in accordance with the STATE SYSTEM's travel and subsistence allowance regulations. If the General Services Administration of the federal government increases or decreases the mileage allowance for employees under its jurisdiction, the mileage allowance for COACHES will be increased or decreased on the effective date of the General Services Administration change. If a COACH is authorized to travel and authorized to use his/her own vehicle, he/she shall be reimbursed pursuant to these regulations.

B. Reasonable efforts will be made to process travel expenses promptly.

C. Travel expenses incurred by a COACH when traveling to Meet and Discuss or other APSCUF related matters shall not be reimbursed by the STATE SYSTEM/UNIVERSITIES.

Section 2. Team Travel

A. Each UNIVERSITY shall transport COACHES, student athletes, equipment, and other support personnel to and from all intercollegiate athletic competitions. COACHES may, however, elect to drive a UNIVERSITY vehicle with the approval of the Athletic Director.

B. All expenses actually incurred by a COACH during team travel shall be reimbursed in accordance with the State System Travel and Subsistence Allowances Regulations except that when rooms are not available at the State System-approved reimbursement rate, reimbursement shall be at the actual rate, if pre-approved by an appropriate representative of management.