

Athletic Director's Official Party Policy

In accordance with Board Policy 1701.1, the Athletic Director will recommend to the Chancellor the following assignments to the Official Travel Party for post season travel:

1. Athletic Director - Airplane seat assignments, hotel accommodations, and event tickets for ten (10) persons, in addition to his/her spouse.
2. Head Coaches - Airplane seat assignments, hotel accommodations, and event tickets for ten (10) individuals in addition to their spouses.
3. Cost for the travel and accommodation of spouses of the above-named department positions will be borne by the University of Arkansas Athletic Department through its revolving travel fund, along with the cost for the Director and Head Coaches; the team and assistant coaches and support personnel; other department employees, and to the extent available, their spouses. These individuals will receive a designated meal per diem amount. Event tickets will be recorded as complimentary for accounting purposes.

Costs for travel and hotel of the Director's and Coach's guests, other than their spouses, will be paid by a third party by reimbursement to the Athletic Department Revolving Travel Fund. Event tickets will be recorded as complimentary for accounting purposes.

4. In addition to the above, the Director may designate certain individuals within the University community and private supporters of Athletic Department programs as members of the Official Travel Party. Cost will be borne consistent with the above; e.g., University employees and their spouses will be paid through department funds, other non-employee expenses will be reimbursed by a third party.

Tax Reporting

The costs associated with spouse and guest travel, accommodations, tickets, and per diem where applicable, will be considered as taxable income to the employee-host; except where a spouse or guest serves the institution in some official capacity.

Other Travelers

The University may allow other travelers to accompany team personnel and the Official Party. These individuals will pay, at a minimum, their proportional costs of the travel and ground transportation. The Athletic Director will determine space available and space assignment.

November 1, 1995