

TRAVEL GUIDELINES

No team is allowed to travel on extended trips (example being spring break) in consecutive years. This is referring to an extended trip beyond a normal weekend tournament.

Travel Approval

All Athletics travel must be approved by the Athletic Director and Principal

Airline Travel Approval

Travelers must contact the Athletic Director to reserve travel arrangements. The Athletic Director will meet with the Finance Director for approval.

Rental Vehicles

15 Passenger Vans are NOT PERMITTED RENTALS OR USAGE

When using a rental car, Lexington Catholic will only reimburse travelers with actual gas receipts. **TRAVELERS ARE RESPONSIBLE FOR REFUELING VEHICLES PRIOR TO RETURNING THE CAR.**

Personal Vehicles

Lexington Catholic will reimburse gas receipts only.

Lodging

Travelers are responsible for making their own lodging arrangements. Travelers need to obtain a check from the business office prior to departure. To be reimbursed, the traveler must turn in itemized receipts from the hotel.

Lexington Catholic will not reimburse for personal expenses such as laundry services, work out fees, room service, movies, guests, etc.

Phone calls

Any phone calls charged to the room must have a justification prior to being reimbursed.

TEAM TRAVEL

In general, Lexington Catholic will pay all normal and necessary expenses related to team travel in accordance with KHSAA guidelines. This policy will detail the following topics:

1. Official Travel Party
2. Meals
3. Lodging

4. Transportation
5. Miscellaneous Expenses

All teams traveling must complete a "Request for Team Travel and Trip Itinerary" with the Official Travel Roster attached, which must be approved by the Athletic Department prior to each team trip.

I. OFFICIAL TEAM TRAVEL PARTY

A. Roster

Each competition involving team travel (each "away" competition) will require the preparation of a roster of all people traveling with the team. The roster should be completed using Lexington Catholic's request for team travel.

The following information should be contained on the Team Travel Itinerary:

1. Sport
2. Game/Event
3. Date of event
4. Departure date and time
5. Return date and time
6. Aircraft/bus capacity
7. Traveler's Name
8. Traveler's Purpose for going on trip (if not paid personnel or roster member)
9. Signature of person completing form

The itinerary is to be prepared by the Head coach or his/her designee. A preliminary roster should be completed fourteen days before departure with a tentative list of individuals traveling. A final roster should be completed on the last business prior to departure. If changes to the roster occur after departure, an amended roster should be completed upon return.

The Athletic Department and a Principal must approve the list of individuals traveling, prior to departure. In approving the roster, the above mentioned will be checking the listing of traveling party members for (a) KHSAA competitive eligibility, (b) compliance with this Official Travel Party Policy.

All other members of the Official Travel Party shall be at the discretion of the Director of Athletics/Principal.

Copies of the approved roster should be provided, prior to departure, to the Athletic Department and the Principal.

The Athletic Department will discuss this policy in its annual coach's pre season meetings.

II. MEALS

★ The cost of meals should not exceed \$30 a day per team member. When possible, teams should stay in hotels that offer a free breakfast, therefore reducing the cost of meals to \$20 a day.

Meals will be reimbursed on an actual cost basis as supported by itemized restaurant receipts.

It is permissible for a coach to pay the expense of the team with plans for reimbursement. Wherever possible, the individual authorizing the transaction should provide the Athletics Business Office with a copy of the credit card receipt, an itemized restaurant receipt, and a listing of each person eating the meal, including their relationship to Lexington Catholic.

No employee should claim individual reimbursement or subsistence for meals when they have been provided a meal as part of the group in a team travel situation. Specifically, this means that if the individual is included in the head count for a group meal, but chooses to eat elsewhere, the employee will not be reimbursed for the expense of their individual meal. This policy exists because the Athletic Association will be obligated to pay for that individual's meal served as part of the group.

III. LODGING

Contracts with hotels should indicate that Lexington Catholic will not accept responsibility for any in-room charges (personal phone calls, in-room movies, room service, mini-bar charges). All personal charges, including non-approved catering charges, should be paid by the individual to the hotel upon checkout.

Payment of hotel bills should be done on-site using the check obtained from the business office or personal credit card. A copy of the complete bill, by room, should be obtained and forwarded with the credit card receipt and an official travel roster.

IV. TRANSPORTATION


Below is the list of different types of team transportation and the process to use each, choosing the most economical and direct method available. The preferred method of payment for team transportation is a check issued by the business department.

A. Air Travel

All airfare must be arranged in advance with the approved travel agent. Air travel is finalized with the approval of the Athletic Department and Finance Department.

B. Bus Travel

If using Lexington Catholic buses, the travel radius is 250 miles. Anything beyond that will require a charter bus. The Lexington Catholic bus request form must be submitted no less than 3 weeks prior to departure. Cost is \$15 an hour for the driver (2 hour minimum charge) plus fuel.

 A charter bus may be used if the trip is beyond 250 miles or if your travel party is larger than our buses can hold (bus holds 28). If a charter bus is used, payment will go through the business department after approval is granted by the Athletic Department and Finance Department.

C. Rental Vehicles

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Payment will go through the Business Office or reimbursement of credit card with receipt only.

V. MISCELLANEOUS EXPENSES

During team travel, should other expenses arise, such as tips, detergent, etc., please keep all original receipts and submit with an explanation on the travel report upon return from competition. Submissions will be reviewed for reimbursement by the Athletic Department and Finance Department.

VI. SUNDAY REQUIRMENTS

If a team travels overnight on a Saturday, it is mandatory that a team attend a Catholic Mass to fulfill the Sunday Obligation. In addition, if a team is traveling on a Holy Day of Obligation the team must also attend a Catholic Mass. All members of the travel party must attend, regardless of their faith.

UNIFORM ROTATION AND REVIEW POLICY

SPORT	ROTATION	LAST PURCHASED	NEXT PURCHASE
Cross Country- Boys	Every 4 years	2012-13	2016-17
Cross Country- Girls	Every 4 years	2012-13	2016-17
Golf- Boys	Every year	2013-14	2014-15
Golf- Girls	Every year	2013-14	2014-15
Football	Every 4 years	2012-13	2016-17
Soccer- Boys	Every 4 years	2011-12	2015-16
Soccer- Girls	Every 4 years	2012-13	2016-17
Volleyball	Every 4 years	2010-11	2014-15
Basketball- Boys	Every 4 years	2010-11	2014-15
Basketball- Girls	Every 4 years	2010-11	2014-15
Bowling- Boys	Every year	2013-14	2014-15
Bowling- Girls	Every year	2013-14	2014-15
Cheerleading	Every 4 years	2010-11	2014-15
Dance	Every 4 years	2010-11	2014-15
Dive- Boys	Every year	2013-14	2014-15
Dive- Girls	Every year	2013-14	2014-15
Swim-Boys	Every year	2013-14	2014-15
Swim- Girls	Every year	2013-14	2014-15
Baseball	Every 4 years	2011-12	2015-16
Softball	Every 4 years	2010-11	2014-15
Lacrosse	Every 4 years	2013-14	2017-18
Tennis- Boys	Every year	2013-14	2014-15
Tennis- Girls	Every year	2013-14	2014-15
Track and Field-Boys	Every 4 years	2012-13	2016-17
Track and Field-Girls	Every 4 years	2012-13	2016-17
Ultimate Frisbee	Every 4 years	2010-11	2014-15

*Those sports getting new uniforms yearly are those that are getting a t-shirt, polo shirt, or a swim suit as a uniform. These items are viewed as personal and therefore we purchase a new uniform yearly for those participants.

**Any sport needing to add a uniform due to increased numbers, replace a uniform due to damage not repairable, or replace a lost item can do so with approval from Administration.