



May 2009

RALPHIE'S HOT TOPIC

In-Transit Expenses for Official Visits

**WHAT YOU CAN & CANNOT DO FOR YOUR PSA
AS THEY TRAVEL TO CU FOR THEIR VISIT**

IN-TRANSIT EXPENSES

- ✘ A PSA may be provided lodging in the locale of CU-Boulder without beginning the 48-hour official visit period when he/she arrives too late in the day to begin the official visit that day.
- ✘ Such expenses may not be provided for any other individual accompanying the PSA on the official visit (e.g., parents, spouse) prior to the start of the 48-hour official visit period, including the cost of additional occupants in the same room.

IN-TRANSIT EXPENSES (CONT.)

- ✘ A PSA may receive a meal at or in the vicinity of his/her place of lodging without beginning the 48-hour official visit period provided no athletics department staff members or SA are present during the meal.
- ✘ Such expenses may not be provided for any other individual who is accompanying the PSA on the official visit (e.g., parents, spouse, children) prior to the start of the 48-hour official visit period.

IN-TRANSIT EXPENSES (CONT.)

- ✘ A PSA may receive a drive-thru or "to-go" meal while in transit with an athletics department staff member from DIA without beginning the 48-hour official visit period.
- ✘ Such expenses may not be provided for any other individual who is accompanying the PSA on the official visit (e.g., parents, spouse, children) prior to the start of the 48-hour official visit period.

IN-TRANSIT EXPENSES (CONT.)

- ✘ A PSA may receive a "sit-down" meal at DIA while accompanied by an athletics department staff member at the time of his/her arrival for an official visit
- ✘ Also can have a "sit-down" or "drive-in" meal enroute to the CU-Boulder with an athletics department staff member, even if such a meal occurs outside a 30-mile radius of the institution's campus;

**HOWEVER, SUCH A MEAL BEGINS THE
48-HOUR OFFICIAL VISIT PERIOD!!**

- ✘ Under these circumstances, the PSA's parents (or legal guardians), spouse and/or children may also receive such a meal.

CASE STUDY #1

Mary, a PSA, and her parents will arrive in the locale of CU-Boulder at 9 pm the night before the start of her official visit. CU has arranged a hotel room for Mary and a separate room for her parents.

- ✘ Question: Is it permissible for CU to provide expenses for the hotel rooms to Mary and her parents?
- ✘ Answer: No, it is only permissible for Mary to receive the lodging. Her parents must pay the expenses for their own room since the 48-hour period has not yet started. If expenses are provided to Mary's parents, the 48-hour period begins.
- ✘ Question: Is it permissible for Mary's parents to stay in her hotel room?
- ✘ Answer: Yes; however, Mary's parents would have to pay any additional costs as expenses may only be provided for the PSA. Typically, the room rate is a flat rate and not a factor—but, be sure to double check.

CASE STUDY #2

Bill, a PSA, arrived at 8 pm the night before his official visit. Coach Wetmore picked up Bill at DIA. As they were walking through the airport to collect Bill's luggage, Coach bought a "to-go" meal for Bill to take with him on the drive to the hotel.

- ✘ Question: Does the receipt of this meal begin the 48 hour official visit period?
- ✘ Answer: No, the 48 hour period does not begin with Bill's receipt of the to-go meal as this meal is considered to be received while in transit.
- ✘ Question: If Bill's father accompanied him, is it permissible for the coach to also purchase a "to-go" meal for Bill's father?
- ✘ Answer: Yes, but the provision of a "to-go" meal to Bill's father would trigger the start the 48-hour official visit period. Therefore, the coach should not purchase a "to-go" meal for Bill's father if they do not want the 48-hour period to start.

CASE STUDY #3

Sean, a PSA, arrived for his official visit at 11 am at DIA. Coach Edwards picked up Sean at the airport. Sean and Coach stopped to eat lunch at a "sit-down" restaurant in the airport since it is an hour drive back to campus.

- ✘ Question: Does the provision of a meal begin the 48-hour official visit period?
- ✘ Answer: Yes, 48-hour official visit period begins when the coach and prospect stop to eat the "sit-down" meal at the airport.
- ✘ Question: If Sean's father accompanied him, could the coach also provide a meal to Sean's father?
- ✘ Answer: Yes, the coach may provide a meal to Sean's father because the official visit already began with the provision of a meal to Sean.

CASE STUDY #4

Katie, a PSA, arrived at 10 pm the night before her official visit. Coach Kritza picked up Katie at DIA & took her to the Marriott Hotel. Coach informed Katie that she could order a meal from room service after the coach left if she was hungry.

- ✘ Question: Does receipt of a room service meal begin the 48-hour official visit period?
- ✘ Answer: No, the 48-hour period does not begin when Katie receives the room service meal, provided the coach is not present during the meal as this meal is considered to be received while in transit.
- ✘ Question: If Katie's mother accompanied Katie on the visit, would it also be permissible for CU to provide a room service meal to her?
- ✘ Answer: Yes, but the receipt of a room service meal by Katie's mother would start the 48-hour official visit period. Therefore, CU should not provide a room service meal to Katie's mother if they do not want the 48-hour period to start.