

Athletic and Livestock Judging Team Travel

Within the budget parameters of the Athletic Department and the Livestock Judging Team, meals may be provided to student members of those respective teams. Meals provided to student athletes and livestock judging team members from funds raised by the team are administered through the Lake Land College Foundation, in accordance with the Foundation guidelines.

Upon approval by the Athletic Director or Division Chair for Agriculture, coaches will be permitted to request advances for meals. These written requests for the advancement of funds will be submitted to the Comptroller at least two weeks prior to the season or scheduled event. Coaches for the Livestock Judging Team and athletic teams who received the meal advance funds are to document their expenditures with the Accounting office by either:

1. Submitting valid cash receipts from the appropriate vendor, or
2. Completing the Meal Money Receipt/Voucher form and having it signed by the students who receive the money, the Coach, and the Athletic Director or Division Chair for Agriculture.

The advance funds will be returned to the Accounting office within ten days of the last scheduled event.

Additional incidental expenses incurred while traveling can be reimbursed upon the approval of the Athletic Director or Division Chair for Agriculture.

Only employees under contract with Lake Land College and approved volunteer assistant coaches can be reimbursed under this policy.