

**PRE-AUTHORIZATION FOR RECRUITMENT OR TEAM TRAVEL OUTSIDE  
THE CONTINENTAL UNITED STATES**

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**RESPONSIBILITY FOR COMPLETION:**

- Head Coach

**VERIFICATION OF COMPLETION:**

- Associate Athletic Director for Intercollegiate Sports
- Head Coach
- Senior Associate Athletic Director for Administration/Compliance

**SUBMITTED TIME FRAME:**

**POLICY STATEMENT:**

All proposed foreign travel for purposes of recruitment or team competition must be presented in writing to the Associate AD for Intercollegiate Sports for the purpose of pre-authorization.

**PROCEDURES:**

Programs are offered the opportunity to schedule foreign or extended domestic trips if they have raised the necessary funds to support the trip.

When a coach is planning to travel outside the continental U.S. for recruiting or with his team for a competition, he must obtain written authorization by providing written rationale for the trip to the Associate AD for Intercollegiate Sports. Once the coach has authorization, he or the support staff will contact the GMU travel vendor to obtain prices for airline tickets. The support staff will prepare a Request for Travel Authorization indicating estimated expenses for the trip. The coach will sign the request and then it will be processed through the financial affairs office for signatures from the Associate AD for Compliance (for recruiting only), the Associate AD for Intercollegiate Sports and the Athletic Director. After the signatures have been obtained, the request will be faxed to the travel vendor as authorization to issue the tickets.