



POLICY STATEMENT

NO. 3.28.00

Coordinated By: Business Affairs

Effective: July 1, 2018

Revised:

Subject: Guidelines for Reimbursement of Expenses for Prospective Students with Special Talents

I. PURPOSE

To establish a written policy providing guidelines for reimbursement of pre-defined allowable expenses for prospective students who make campus visits related to their special talents.

II. DEFINITIONS

- A. Identification of "Special Talent" – any prospective student identified by either a coach, faculty member, or staff member that exhibits a special talent in academics, intercollegiate athletics, club sports, or debate.
- B. Campus Visit – A campus visit is defined as pre-planned tour of LSUS' academic and/or sporting facilities with an athletic coach, faculty member, staff member, or designee.
- C. Allowable Expenses – Expenses for prospective students making a campus visit who are deemed to have "special talents" shall include: hotel costs, meal costs, entertainment, mileage/gas reimbursement as long as they fall within the travel regulations as spelled out in PM-13, University Travel Regulations.


III. POLICY

LSUS encourages prospective students to visit campus in order to feel comfortable with their decision to enroll at the institution. The financial burden on local prospective students to visit campus is significantly less than those traveling from other parts of the state, and often out-of-state. Prospective students with special talents who have been identified by either an LSUS athletic coach, a faculty member, or a staff member may request financial assistance to help defray the cost of traveling to and from the campus visit.

IV. OPERATING PROCEDURES

- A. A campus visit to LSUS shall not exceed 48 hours. The 48-hour period begins at the time the prospective student arrives on the LSUS campus, rather than with the initiation of the prospective student's transportation by an LSUS employee or the time the prospective student's arrival at the airport or elsewhere in the community. At the conclusion of the 48-hour visit, the prospective student must depart the LSUS campus immediately; otherwise, LSUS may not pay any expenses incurred by the prospective upon departure from the campus.
- B. An LSUS employee or prospective student may only be reimbursed for lodging that is within 30 miles of the campus, the actual cost of meals, entertainment that is not excessive in nature, and gasoline receipts or the mileage reimbursement.
- C. All hotel, meal, and mileage reimbursement must be consistent with the State of Louisiana's travel regulations (add in link here to that website).
- D. Upon completion of the campus visit the coach, faculty member, or staff member must complete the reimbursement paperwork with original receipts in order for the LSUS employee or prospective student to be reimbursed.

AUTHORIZED BY:



Barbie Cannon, Vice Chancellor for Business Affairs

6/10/18
Date

APPROVED BY:



Lawrence Clark, Chancellor

6/11/18
Date

This policy was written, approved, and published in accordance with LSU Shreveport General Policy 1.01.01. Policy Manual published at http://www.lsus.edu/facultystaff/policies/pdf_files/1.01.01.pdf