

**BY ORDER OF THE
SUPERINTENDENT**

**UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3511**

2 DECEMBER 2021



Personnel

**OFFICER REPRESENTATIVES FOR
ATHLETIC TEAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: USAFA/ADVA

Certified by: USAFA/ADV
(Col Thaddeus Allen)

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Pages: 19

This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, and establishes criteria for selecting Officer Representatives (OR) and Faculty Representatives (FR) for athletic teams and identifies their responsibilities. This publication applies to all United States Air Force Academy (USAFA) personnel. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See Department Air Force Instructions (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the (USAFA/AD). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the AF Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This revision includes minor formatting and administrative changes, as well as the following revisions of note: post trip expense reporting in ARMS (Paragraph 4.2., 4.2.1., and 4.3.); request

for team travel card ([Paragraph 3.6](#)); removed outdated web address (Paragraph 3.7.3.); Added ARMS instructions ([Attachment 2](#)).

1. Selecting and Appointing Officer Representatives (OR) and Faculty Representatives (FR). An OR is the military representative of United States Air Force Academy Director of Athletics (USAFA/AD) at all contests the OR attends, both home and away. Each intercollegiate team may have as many ORs as the Director of Athletics and the team staff deem necessary. For the purposes of this instruction, civilian FRs will have the same responsibilities as ORs. However, FRs will not serve as military representatives and will generally not be assigned to those teams with a majority of civilian coaches without the prior coordination of the Director of Athletics.

1.1. Officers or faculty members interested in becoming an OR will submit written notice through their chain of command to the Directorate of Athletics' Chief Intercollegiate Liaison Branch/Student Athlete Affairs Division (USAFA/ADVA) and the head coach indicating a date of availability, supervisor's approval, qualifications, and interest level in the sport.

1.2. Mission Elements (MEs) will nominate, and USAFA/AD will approve, ORs for each sport depending on team composition and requirements.

1.2.1. ORs will be captains or above or the equivalent for civilian faculty members.

1.2.2. The primary OR should come from USAFA, Dean of the Faculty (USAFA/DF).

1.2.3. The secondary OR may come from any other cadet-related organization at the Academy.

1.2.4. Particularly when no member of the coaching staff is the same gender as team members, the OR should be the same gender as the athletes. Exceptions to this policy may be made on a case-by-case basis with approval from USAFA/AD.

1.3. A minimum 2-year term for ORs is desired, but not mandatory, for continuity. ORs may serve as long as all interested parties concur, to include the OR, head coach, Sport Supervisor, and the OR's supervisor.

1.4. OR positions are reviewed annually, at a minimum. As OR vacancies are identified, USAFA/ADVA will notify USAFA Faculty Academic Representative and other MEs as required to request volunteers.

2. General Responsibilities:

2.1. Promote academic, military, physical, and moral well-being of a team.

2.1.1. Serve as a mentor to cadet athletes to facilitate academic, professional, and personal growth.

2.1.2. Liaise with DF departments, and other MEs as needed, to ensure cadet athlete access to academic and training materials when absent from USAFA.

2.1.3. Support team communication with DF, and other MEs as needed, to facilitate resolution of cadet athlete concerns related to intercollegiate participation.

2.1.4. Assist the coach in every way possible in establishing high morale and esprit de corps with the team.

2.1.5. Wear an appropriate AF uniform or AF athletic gear suitable to the environment when performing official duties.

2.1.6. Attend OR annual training, typically held around Labor Day, and/or other meetings to discuss expectations and responsibilities

2.2. Attend team practices when possible.

2.3. Attend scheduled contests whenever possible, both home and away. Normally, one OR will travel on overnight or air travel trips. Civilian FRs will not normally travel to away trips when all the coaches who travel are civilian, except with Sport Supervisor approval. A military representative should be present on all away trips whenever feasible; either a coach or OR may satisfy this requirement.

2.3.1. Assist the coach as needed to accomplish team travel: on-site logistics and meals, Travel Expense Forms, etc. for away contests.

2.3.2. If authorized a team corporate card, reference *Corporate Card Procedures/Rules for Use* on the proper use of the corporate card and what it can and cannot be used for.

2.3.3. Be familiar with and comply with *Directorate of Athletics' Force Protection Plan/Antiterrorism Awareness Plan (FP/AT)*. The OR will normally act as the FP/AT monitor.

2.4. Assist with academic development of cadet athletes.

2.4.1. Serve as the recorder (non-voting member) of the team's Eligibility Committee meetings IAW United States Air Force Academy Instruction (USAFAI) 36-3518, *Intercollegiate Athletic Programs*, paragraph 4.2..

2.4.2. The primary OR will develop a plan of action for academic improvement with the Eligibility Chair, coach, cadet-athlete and academic advisor (e.g., managing course loads, assigned extra instruction [EI] and weekend academic call to quarters [WACQ], practice, competition or travel restrictions) for athletes on academic probation or for athletes whose academic deficiency does not warrant probation but needs attention. The plan should be established within 2 weeks of the team's Eligibility Committee meeting. The OR, along with the Eligibility Chair and the coach, will ensure cadet-athletes are aware of Eligibility Committee decisions and that they adhere to the academic improvement plan.

2.4.3. Closely track cadet-athlete compliance with any Eligibility Committee directed action or restriction. The format for this tracking is left to the discretion of the ORs. For academically deficient cadet-athletes participating with an Eligibility Committee waiver, this data should be forwarded to the Sport Supervisor as required, typically via Eligibility Committee minutes.

2.4.4. Submit a memorandum to the appropriate academic advisors and Academic Review Committee (ARC) Chairperson on behalf of athletes meeting an ARC.

3. Trip Responsibilities:

3.1. Ensure the team maintains proper discipline and conduct throughout the trip. Reference *AFCWI 36-3501, Cadet Standards & Duties*, cadets on athletic trips (i.e., on approved Scheduling Committee Action [SCA], orders or attending a sanctioned event) will not consume alcoholic beverages without the Commandant of Cadets' (USAF/CW) approval. Cadets

wishing to consume alcohol on athletic trips must coordinate their request to do so through USAFA/AD before seeking approval from USAFA/CW.

3.2. Ensure team dress is IAW AFCWI 36-3501, *Cadet Standards & Duties*, and USAFAI 36-3818, *Intercollegiate Athletic Programs*.

3.3. Ensure cadets do not travel in their own cars to away trips unless prior approval is obtained from their Sport Supervisor.

3.4. Prior to departure, contact the AD FP/AT monitor (AD will provide contact information for this person at the annual OR training meeting) for updates to any specific threats that may be of concern to the traveling party. Brief the coaching staff and athletes as needed.

3.5. Oversee academic requirements.

3.5.1. Primary ORs should coordinate with cadet-athletes and academic departments for any academic testing material to be given while traveling. If a department head determines a Test/Graded Review (GR) may be administered away from the Academy, the OR will ensure the test is administered IAW current USAFA/DF policy and maintain academic security of the test.

3.5.2. When a test is to be administered away from the Academy, the OR will obtain from the Course Director (CD) the details for administering the test, including the CD's name, department, contact information, the names of the cadets who will take the test, the time allotted for the test, and authorized resources.

3.5.3. Tests must be administered in an environment conducive to test taking, where neither an academic advantage nor disadvantage is created for the student. ORs should avoid administering tests in moving vehicles (e.g., busses, airplanes) and in noisy environments such as the competition site or hotel lobby to the maximum extent possible.

3.6. Provide on-site logistics support, as required.

3.6.1. If an OR is in need of a Team Travel Card, a request will need to be sent to USAFA/ADF 4 weeks prior to travel. OR will be required to work with USAFA/ADF on application and to complete GSA smart travel card training, and Statement of Understanding.

3.6.2. When tasked, ORs will maintain receipts for all expenditures associated with the trip. In the event of a lost receipt, use USAFA Form 116, *Statement of Absence of Receipt*.

3.6.3. Carry documentation of Tax Exempt Status. The Air Force Academy Athletic Association (AFAAA) and the USAFA/AD are federal organizations coming under the authority of the Superintendent of the USAF Academy and the United States Air Force. Both the AFAAA and USAFA/AD constitute instrumentalities of the United States Government and are entitled to all the immunities and privileges thereof.

3.6.3.1. In addition, the AFAAA has been identified and established as a tax-exempt organization through both federal and state agencies. The following tax exemption numbers apply: Federal-84-0616189, State of Colorado-80-27655.

3.6.4. In the case of an accident in a rental car arranged through CTO/DTS, the rental car agency should make their claim against the government per the CTO contract. As the

renter, ensure an accident report is filed with the local police and the appropriate supervisor is notified.

3.6.4.1. Additionally, initiate an AF Form 978, *Supervisor's Preliminary Mishap/Incident Report*, and route it through the USAFA/AD functional chain of command to complete USAF mishap reporting responsibilities.

3.6.4.2. The Federal Government does not maintain private insurance to cover potential liability of Government Employees acting within the scope of employment, but rather is completely self-insured with claims against the United States Government backed by the full faith and credit of the United States and payable under the Federal Tort Claims Act (FTCA), 28 USC §2671 et seq. The FTCA provides the exclusive remedy for injury or property damage resulting from negligence by Federal Employees. This Act applies to all authorized activities of the United States Air Force Academy including activities of Air Force Academy Athletic Teams. FTCA claims must be filed within 2 years of sustaining any loss, damage, or injury, and is a simple process of filing a Standard Form 95, *Claim for Damage, Injury, or Death*, (available from multiple sources via an internet search) directly with the United States Air Force.

4. Post-Trip Responsibilities:

4.1. Based upon discussion with the coaching staff and if the OR agrees, file Team Travel Expense Form after every away contest with the Directorate of Athletics' Resources Office (USAFA/ADF) within 5 business days of completing travel. This form must be submitted in ARMS (<https://my.armssoftware.com/arms>). All receipts and backup documentation for every expense item must be scanned and attached to workflow in ARMS (See **attachment 2** for step by step instructions). OR will be responsible for making corrections or answering questions that USAFA/ADF has while reviewing submitted form and attachments. Head or designated Coach will review and sign all submitted Team Travel Expense Forms in ARMS before sent to USAFA/ADF in ARMS for final approval.

4.1.1. If charges remain outstanding after 5 business days (e.g., hotel room charges or meal charges) the coaching staff will assume responsibility of resolution of the charges with the vendor.

4.1.2. For instructions on submitting Team Travel Expense Form in ARMS, *see Attachment 2*.

4.2. Return all academic testing material to the appropriate academic department.

5. Medical Treatment:

5.1. The team Athletic Trainer will act as the focal point for all medical related issues. The Athletic Trainer should provide all medical care for an acute injury or illness. If no Athletic Trainer traveled with the team, first talk to the host team's medical staff to find out if they are able to care for the athlete. If the host team's medical staff is unable to provide care and/or if care above that which can be provided by the USAFA Athletic Trainer/host medical staff is required, first seek treatment at a military medical treatment facility. If that is not practical, the athlete should be taken to a civilian medical facility for care. See below for details on need for prior authorization. The cadet should identify himself or herself as an Active Duty member

and provide: name, DoD ID number, Cadet Squadron number, and USAFA mailing address. Direct that all bills be mailed to:

TRICARE West
Claims Department
P.O. Box 202112
Florence, SC 29502-2112

5.2. Routine medical care is not authorized outside of the local area. Only urgent and emergency medical care are authorized. Emergency care is defined as medical care needed to prevent loss of life, limb, or eyesight. Urgent care is defined as health conditions that do not threaten life, limb, or eyesight, but which need prompt attention to prevent serious risks to one's health.

5.2.1. If urgent care (not emergent care) is necessary, the cadet or Athletic Trainer should contact the TRICARE-West Nurse Advice Line (1 800-874-1173 (1-800-TRICARE), option 1) to receive authorization for care and to be directed to an in-network civilian Urgent Care facility.

5.2.2. Prior authorization is not necessary for emergency care. **NOTE:** care must be provided in a formal (e.g., hospital based) emergency room.

5.3. The provision of any civilian care to a cadet-athlete must be reported as follows:

5.3.1. Notify the cadet clinic at (719) 333-5181 or 333-7874 or DSN 333-5181 or 333-7874. Ask to speak to the Nurse on Duty. This ensures prior authorization is completed and there is no financial liability for the cadet.

5.3.2. The Athletic Trainer will notify the Team Physician. If an Athletic Trainer is not present, then the Officer Representative (OR) will notify the Team Physician. AD will provide a phone roster of Team Physicians and the Director of Sports Medicine at the annual OR training.

5.3.3. If a cadet is hospitalized, the OR must notify the Command Center, as well as the Air Officer Commanding responsible for the hospitalized cadet. In addition, the Athletic Trainer and/or the OR should notify the following members: the Team Physician, the Director of Sports Medicine (USAFA/ADM) and the Head Athletic Trainer (USAFA/ADMT). The Team Physician will inform the Chief of the Medical Staff (10 MDG/SGH). The team Athletic Trainer maintains the phone number of the Team Physician and Director of Sports Medicine. The OR will maintain numbers of all Air Officers Commanding. (Numbers will be provided by AD)

5.3.4. Additional notification is required for any athlete seen at any medical facility outside of USAFA. The Team Physician, the Director of Sports Medicine and the Head Athletic Trainer must be notified of the name of the athlete, the reason for care and the athlete's cadet squadron.

5.3.5. If surgery or hospitalization is required, the out-of-area attending physician/surgeon should be asked to call the USAFA Team Physician or the Director of Sports Medicine.

5.4. During competition, the OR or an assistant coach should accompany the injured athlete to the medical facility. At other times, the Athletic Trainer should accompany the athlete.

6. Unusual Occurrences:

6.1. Notify the Sports Supervisor, USAFA/ADV or USAFA/AD immediately about unusual occurrences (e.g., serious injury, facts concerning potential disciplinary action).

6.2. Notify the Cadet Wing Safety Office (USAFA/CWDS) immediately of any reportable safety mishaps or injuries involving cadets at (719) 333-0615 IAW AFI 91-204_USAFASUP, *Safety Investigations and Reports*.

JENNIFER A. BLOCK, Civ, DAF
Executive Director of Athletics

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 22 Mar 2020

AFI 91-204_USAFASUP, *Safety Investigations and Reports*, 28 May 2020

AFPD 36-35, *United States Air Force Academy*, 13 Mar 2018

DAFI33-360, *Publications and Forms Management*, 30 Nov 2015

USAFI 36-3518, *Intercollegiate Athletic Programs*, 5 Nov 2018

Prescribed Forms

USAF Form 114, *Post Trip Expense Report*

USAF Form 115, *Post Contest Media Report*

USAF Form 116, *Statement of Absence of Receipt*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 978, *Supervisor's Preliminary Mishap/Incident Report*

Standard Form 95, *Claim for Damage, Injury, or Death*

Abbreviations and Acronyms

AF—Air Force

AFAAA—Air Force Academy Athletic Association

AF AAC—Air Force Academy Athletic Corporation

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

ARC—Academic Review Committee

CD—Course Director

CTO—Commercial Travel Office

DoD—Department of Defense

EI—Extra Instruction

FP/AT—Force Protection/Antiterrorism

FR—Faculty Representative

GR—Graded Review

IAW—in accordance with

OPR—Office of Primary Responsibility

OR—Officer Representative

SCA—Scheduling Committee Action

RDS—Records Disposition Schedule

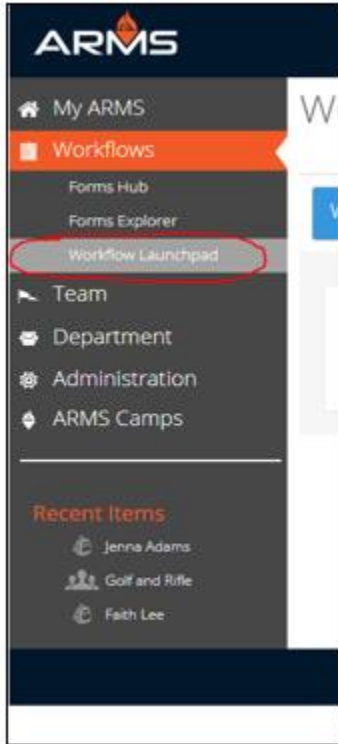
USAFA—United States Air Force Academy

WACQ—Weekend Academic Call to Quarters

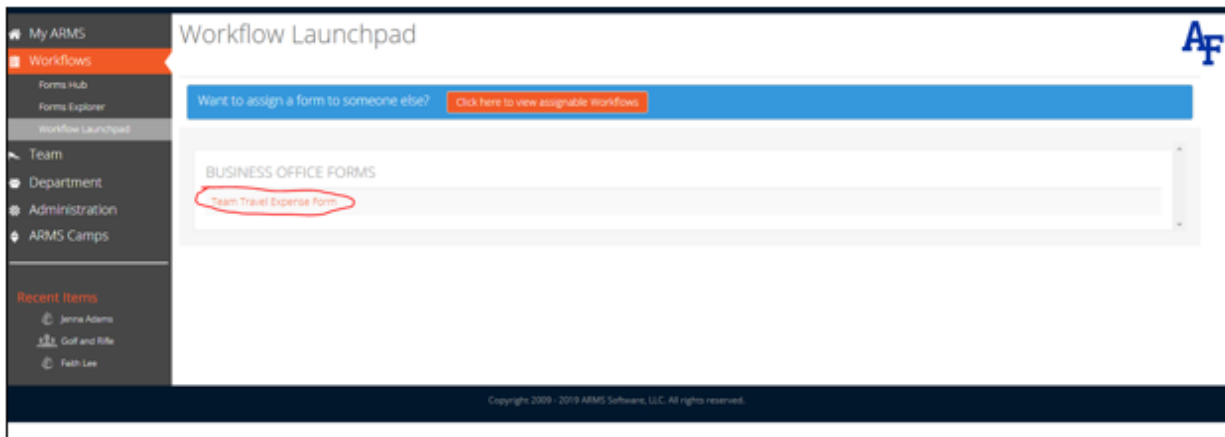
Attachment 2

ARMS EXPENSE REPORT INSTRUCTIONS

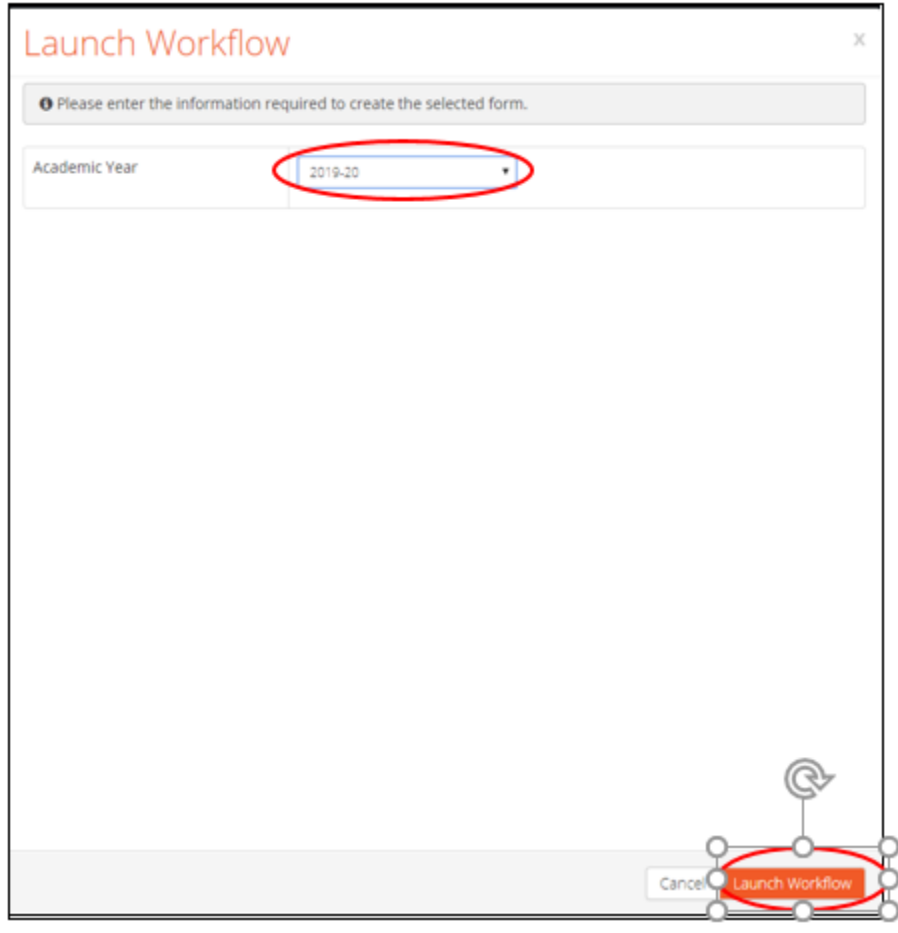
1. Click on Workflows and then select Workflow Launchpad from menu on the left of the screen.



2. Click on Team Travel Expense Form link to start workflow.
 - a. **Note:** depending on your access levels, you may have other workflow accessible to you. Locate 'Team Travel Expense Form' and click the orange link

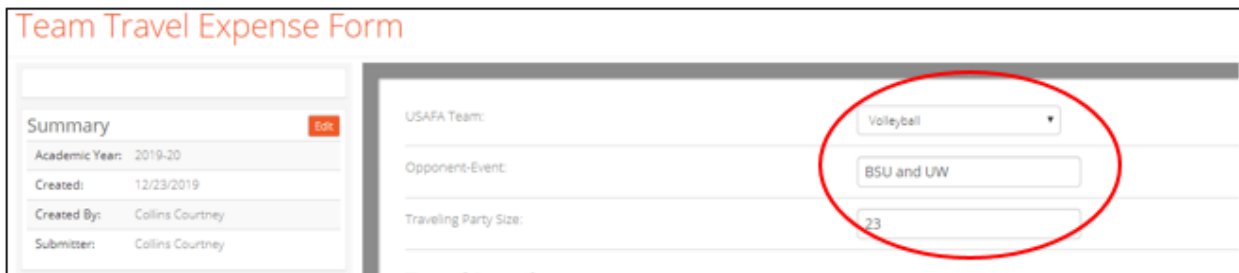


3. Chose the Academic Year (the travel occurred in) from the drop menu and then click Launch Workflow



4. Fill in Workflow:

- a. USAFA Team: Choose from Dropdown
- b. Opponent-Event: Type
- c. Travel Party Size: Type total of travel party size paid by Team Travel Funds (APF)



5. Travel Locations:

- a. Date left from USAFA: MM/DD/YYYY

- b. Date returned to USAFA: MM/DD/YYYY
- c. Number of Locations Travelled: # of locations traveled to before return to USAFA.

Example: If Volleyball traveled to Boise from USAFA and then travelled to Laramie, WY for another game before returning to USAFA, then Volleyball traveled to two locations and would put 2 in this section.

- d. Location: locations traveled – should be in City, state abbreviation format ex. Reno, NV
- e. Mil Air? : Select Yes or No
- f. Gov. Vehicle(s) at away location? : Select Yes or No
- g. LRS Bus? (Bus from USAFA): Select Yes or No

Team Travel Expense Form

Summary Edit

Academic Year: 2019-20
 Created: 12/23/2019
 Created By: Collins Courtney
 Submitter: Collins Courtney

PROCESS FLOW VIEW AUDIT HISTORY

1. Initial Submission
 2. Business Office Approval Business Office

Travel Locations

TRAVEL DATES

Date left from USAFA: 12/04/2019
 Date returned to USAFA: 12/06/2019
 Number of Locations Travelled: 2
 Location #1 - ex. City, State abbreviation: Boise, ID
 Location #2 - ex. City, State abbreviation: Laramie, WY
 Mil Air? Yes
 Gov. Vehicle(s) at away location? No
 LRS Bus? Yes

- 6. Download the attached Team Travel Expense Form
 - a. Click on the Team Travel Expense Form to open form

Please download and complete the attached **Team Travel Expense Form**.

Upload the Completed Team Travel Expense Form Here: [Click here to select a file.](#) THIS VALUE IS REQUIRED.

- 7. Complete Team Travel Expense Form:
 - a. Complete Header Section:
 - i. USAFA Team: Select from dropdown
 - ii. Opponent-Event: Type

iii. Traveling Party Section: Type number of personnel travelled and expenses were paid for by Team Travel

Note: All personnel paid with any Team Travel funding will need to be accounted for. These numbers will be used when reviewing receipts.

iv. Itinerary: Type Dates of travel movements (see below image for example)

v. Team Card(s) Used: List Team Travel Cards used on the trip

vi. Government Transportation: Select from the drop down the appropriate answer

1. Mil Airlift? – Select Yes if any mil air was received, if mil air was canceled and commercial tickets was bought for all air movements, select No.

2. Gov. Vehicle(s) or Bus at away location? Select yes, if Team reserved any military vehicles at military installation near TDY location. If ground transportation was paid and proved by a commercial vendor, select no.

3. LRS Bus? (only applicable for transportation to and from USAFA) Select yes, if you received military transport to or from USAFA. Select no, if you did not use military transport to the airport or game/events within driving distance form USAFA.

POST TEAM/INTER-COLLEGIATE TRAVEL EXPENSE FORM									
USAFA TEAM:		Volleyball		OPPONENT-EVENT:		BSU and UW			
TRAVELING PARTY		ITINERARY				TEAM CARD(S) USED		Government Transportation	
		Travel Movements:	Dates:	Places:	Last name on card:	Last 4 #s			
Cadets	16	DEP	12/4/2019	USAFA	Collins	05555	MIL Airlift?	Yes	
Coaches	5	ARR	12/4/2019	Boise, ID			Gov. Vehicle(s) or Bus at away location?	No	
Manager		DEP	12/5/2019	Boise, ID			LRS Bus?	Yes	
OR	1	ARR	12/5/2019	Laramie, WY					
Trainers	1	DEP							
Other		ARR							
		DEP							
		ARR							
		DEP	12/6/2019	Laramie, WY					
TOTAL:	23	ARR	12/6/2019	USAFA					
<i>List ALL expenses for this trip. Attach an itemized/paid/original receipt, to support every listed expense.</i>									
CHARGED Expenses				CASH Expenses			CASH Withdrawals		

b. Complete Charged Expense Section: List All Expenses charged on Team Travel Card

i. Required to select expense description from the drop down

TOTAL:	23	DEP	12/6/2019
		ARR	12/6/2019
List ALL expenses for this trip. Attach			
CHARGED Expenses			
Amount:	Vendor	Description:	
\$2,000.00	Delta	Airline	
\$2,000.00	Marriott (Boise)	Hotel	
\$200.00	Marriott	Hotel Catered Meal	
\$300.00	Chipotle	Meal	
\$1,500.00	Academy	Charter Bus	
\$250.00	Pizza J's	Meal	
\$150.00	Hertz	Rental Car	
\$25.00	Circle K	Gas	
\$10.00	Event Parking	Parking	
\$1,500.00	Marriott (Laramie)	Hotel	

- c. Complete Cash Expense Section – List All expense paid with cash
 - i. Required to select expense description from the drop down
- d. Complete Cash Withdrawals and ATM Fees

JSAFA		
CASH Expenses		
Amount:	Vendor	Description:
\$500.00	Cadet Per Diem	Meal

ATM Fees	
Date:	Amount:
12/4/2019	\$5.00

- e. Review the totals
 - i. These sections will auto populate if expense description was selected.
- f. Save file on your computer's drive

Total ATM Fees	\$5.00
Total withdrawn	\$500.00
Total cash spent	\$500.00
Check or Money Order (payable to "US Treasury") back to ADF:	
Check made out for \$:	\$0.00
Totals	
Total Charged Expense	\$7,935.00
Total Cash Expense	\$500.00
Total ATM Fees	\$5.00
Total Cash Fees	\$12.00
Trip Total	\$8,452.00
Expense Type Totals	
Hotel	\$3,500.00
Airline	\$2,000.00
Charter Bus	\$1,500.00
Rental Car	\$150.00
Gas	\$25.00
Parking	\$10.00
Meal	\$1,050.00
Baggage	\$0.00
Taxi/Uber/Lyft	\$0.00
Hotel Catered Meal	\$0.00
Other	\$17.00

Amount due to ADF – We can only accept checks made out to the 'US Treasury'. Checks must be turned in to ADF within 5 business day of submitting Team Travel Expense

- 8. Back in ARMS – Upload Team Travel Expense form
 - a. Click on the “Click here to select a file button”

Team Travel Expense Form

Summary

Academic Year: 2019-20

Created: 12/23/2019

Created By: Collins Courtney

Submitter: Collins Courtney

PROCESS FLOW [VIEW AUDIT HISTORY](#)

1. Initial Submission

2. Business Office Approval [Business Office](#)

Number of Locations Traveled: 2

Location #1 - ex. City, State abbreviation: Boise, ID

Location #2 - ex. City, State abbreviation: Laramie, WY

Mile Air? Yes

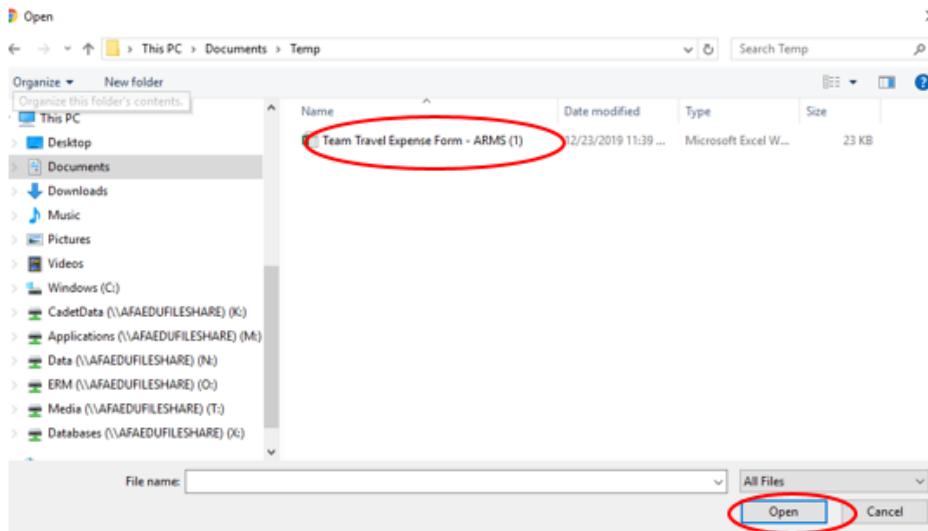
Gov. Vehicle(s) at away location? No

LRS Bus? Yes

Please download and complete the attached [Team Travel Expense Form](#).

Upload the Completed Team Travel Expense Form Here: [Click here to select a file](#) THIS VALUE IS REQUIRED

- b. Locate and select Saved Team Travel Expense Form on your drive in the popup
- c. Click Open



Team Travel Expense Form

Summary	Details
<p>Summary ✖</p> <p>Academic Year: 2019-20</p> <p>Created: 12/23/2019</p> <p>Created By: Collins Courtney</p> <p>Submitter: Collins Courtney</p>	<p>Number of Locations Traveled: <input type="text" value="2"/></p> <p>Location #1 - ex. City, State abbreviation: <input type="text" value="Boise, ID"/></p> <p>Location #2 - ex. City, State abbreviation: <input type="text" value="Laramie, WY"/></p> <p>Mile Air? <input type="text" value="Yes"/></p> <p>Gov. Vehicle(s) at away location? <input type="text" value="No"/></p> <p>LRS Bus? <input type="text" value="Yes"/></p> <p>Please download and complete the attached Team Travel Expense Form.</p> <p>Upload the Completed Team Travel Expense Form Here: Team Travel Expense Form - ARMS (1).xlsx Remove File</p>
<p>PROCESS FLOW VIEW AUDIT HISTORY</p> <p>1. Initial Submission ▶</p> <p>2. Business Office Approval ▶</p>	

9. Expense Type Totals – complete expense type
 - a. Type in Total Expense for each category.
 - i. This is an important step for financial report.

Expense Type Totals

Please use calculated totals from Team Travel Expense Form (lower right corner).

Hotel:

Airline:

Charter Bus:

Rental Car:

Gas:

Parking:

Meal:

Baggage:

Taxi/Uber/Lyft:

Catered Meal:

Other:

Expense Type Total: **8452**

Team Travel Expense Form

Totals	
Total Charged Expense	\$7,935.00
Total Cash Expense	\$500.00
Total ATM Fees	\$5.00
Total Cash Fees	\$12.00
Trip Total	\$8,452.00

Expense Type Totals	
Hotel	\$3,500.00
Airline	\$2,000.00
Charter Bus	\$1,500.00
Rental Car	\$150.00
Gas	\$25.00
Parking	\$10.00
Meal	\$1,250.00
Baggage	\$0.00
Taxi/Uber/Lyft	\$0.00
Hotel Catered Meal	\$0.00
Other	\$17.00

COMPLETION

10. Totals – Complete Totals

- a. Type in Totals for each section with Totals from Team Travel Expense Report.
- b. This is an important step for financial report.

Totals

Please use calculated totals from Team Travel Expense Form (lower right corner).

Total Charged Expenses:

Total Cash Expense:

Total ATM Fees:

Total Cash Fees:

Grand Total of Trip: **8452**

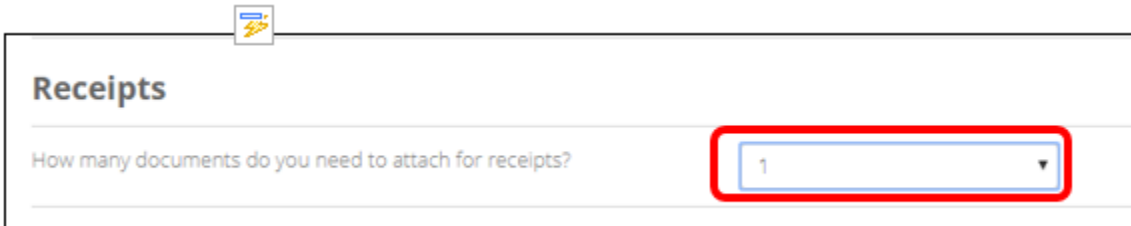
Totals	
Total Charged Expense	\$7,935.00
Total Cash Expense	\$500.00
Total ATM Fees	\$5.00
Total Cash Fees	\$12.00
Trip Total	\$8,452.00

Expense Type Totals	
Hotel	\$3,500.00
Airline	\$2,000.00
Charter Bus	\$1,500.00
Rental Car	\$150.00
Gas	\$25.00
Parking	\$10.00
Meal	\$1,250.00
Baggage	\$0.00
Taxi/Uber/Lyft	\$0.00
Hotel Catered Meal	\$0.00
Other	\$17.00

COMPLETION

11. Receipts – Upload Travel Receipts

- a. Select how many attachments you need to upload.
 - i. You can attach as many as 15 separated documents.
 - ii. Recommend to compile all the receipts into one PDF file.



Receipts

How many documents do you need to attach for receipts?

- b. Click on “Click Here to Select File” button to attach receipt document
 - i. Locate and select receipt file on your computer
 - ii. Click open

12. Repeat this step for all attachments



RECEIPT #1

Attach Here: [Click here to select a file.](#) THIS VALUE IS REQUIRED.

13. Review – Review Workflow before submitting

- a. Ensure Team Travel Expense Form is attached and all receipts are attached.



RECEIPT #1

Attach Here: VB Nevada_SJSU 9-12 Oct 2019 Cash Exp Receipts.pdf [remove file](#)

14. Submit – Submit Workflow

- a. Please read submission agreement:
 - i. “By signing the certification below, I certify that all purchases were made IAW the Joint Travel Regulations (JTR) and ADOI 65-103, for personnel listed on the applicable group travel orders.”
- b. Type name in ‘Coach Electronic Signature’ section – This can be done by personnel completing Team Travel workflow, does not need to be Head Coach.
- c. Date of Signature – Select today’s date.

- d. Click Orange 'Submit' button at the bottom left of the workflow.

By signing the certification below, I certify that all purchases were made IAW the Joint Travel Regulations (JTR) and ADOI 65-103, for personnel listed on the applicable group travel orders.

Coach Electronic Signature:

Date of Signature:

15. This form will go directly to the AD Finance (ADF) office for review.

- a. Watch email from ARMS for Approval or Rejections
- b. If no corrections need and check (if applicable) turned into ADF workflow will be approved.
- c. If corrections are need, Workflow will be rejected for corrections. See comments for request corrections.

IF check is due to US Treasury, check must be turned into AD Finance office in person within 5 business days. Team Travel Expense workflow will not be approved until check is received.