

2013-14

DIVISION I CHAMPIONSHIPS TRANSPORTATION AND PER DIEM POLICIES

INTRODUCTION

During this academic year, 89 championships will be held in locations all across the United States. The NCAA will spend in excess of \$50 million to transport student-athletes, teams, officials and support personnel to and from their destinations.

To help control travel costs, the NCAA has entered into an agreement with Short's Travel Management of Waterloo, Iowa, to provide air transportation and special services to persons traveling on NCAA business. Since transportation costs are billed directly to the Association, all air travel must be arranged through Short's. Please note, travel not booked through Short's **will not** be reimbursed by the Association. They can be reached by phone at 866/655-9215 or by email at ncaalo@shortstravel.com.

In addition, the NCAA has an agreement with GO Ground Options to provide ground transportation for team championships. Again, all reimbursable charter bus transportation will be billed directly to the Association, so institutions participating in team championships are required to use GO Ground for all charter bus needs. They can be reached at **866/386-4951**. Their online ground transportation portal can be accessed at www.gochampionships.com.

The following information outlines the NCAA travel policies and procedures.

GENERAL INFORMATION

- Championships Air Travel Portal. Short's continues to offer the championship portal, a website for teams to submit their travel parties and manifests, as well as preferred departure cities and times, to Short's well before selections take place. It is our experience that by using these tools, teams can eliminate many of the initial phone calls and faxes, as well as extensive wait times, they have experienced in the past. Institutions have been assigned a username and password for the system that has been sent to their director of athletics. Before selections, and as early as mid-October, team administrators should go online to www.shortstravel.com/ncaachamps and submit a tentative travel party list.
- Championships Ground Travel Portal. GO Ground offers a championships travel portal through which all ground transportation needs can be arranged. Institutions will use the same login information used to access the Short's Travel portal as well as the NCAA online expense system. Institutions can log in to the portal at anytime to begin building their itineraries and providing contact information. You can find the portal at www.gochampionships.com.
- Team Expense Reimbursement. Expense reimbursement for participation in championships will be filed through our online system. The Travel Expense System (TES) can be found online at www.ncaa.org. After logging in to the membership site, click on Championships and then Travel and Reimbursement Information. All competing institutions must request reimbursement through the TES system in order to receive the appropriate reimbursement.

- Airline Reservations and Tickets. All airline reservations must be made through Short's Travel in order to receive the NCAA guarantee for air travel. Airline reservations must match the name exactly as it appears on the photo identification. The Association pays for the tickets for official traveling party members and those individuals qualified to compete. Short's maintains a 24-hour toll-free telephone service to enable individuals to make or change reservations. The number is 866/655-9215, including calls from Alaska and Hawaii.

Since your airline tickets will be purchased through Short's Travel, you should not claim this expense through the online system. However, the itinerary must be entered in the appropriate places, as well as the date of departure from the campus and the site of competition.

The U.S. Department of Homeland Security has implemented a program which requires that the following airline passenger information be complete 72 hours prior to departure. All major airlines now require this information prior to any tickets being issued:

- name (including middle name or initial) as it appears on your government-issued identification,
- date of birth,
- gender, and
- redress number, if applicable (this is for someone who has previously been denied boarding; they can apply for a number to prevent it from occurring again).

The NCAA championships portal is set up to collect this information so please take time to enter your team rosters and traveler information. This will save a considerable amount of time in the travel booking process once selections are announced and travel options are confirmed.

As an added value to the membership, institutions may also make reservations through Short's for persons not in the official traveling party. By doing so, institutions are able to take advantage of unpublished discounted airfares available through Short's. Upon presentation of an acceptable form of payment, the institution will be billed directly.

- Airport Security. Due to heightened security at airports, individuals and groups should check in a minimum of two hours before your scheduled departure time. All passengers should carry at least one form of photo identification, which must be issued by a state or governmental authority. Also note, airline reservations MUST match the name exactly as it appears on the photo identification.

All passengers must also present their boarding passes and government issued photo identification to go through airport security. Depending on the type and size of group you are traveling with, you may be able to check-in online prior to departure or through the airline kiosk at the airport terminal. Large groups will need to check in with the airline ticket counter personnel at the airport. Please note, athletics equipment such as gym bags, trunks or boxes may be subject to additional inspection at check-in.

- **Transportation Guarantee.** The transportation-expense guarantee will only apply to one round trip to the site of competition. For individual-team championships, transportation and per diem expenses shall be paid only for the finals competition and not for regional-qualifying meets or tournaments, except as noted in these policies.
- **Travel Exceptions.** Be advised that if extraordinary circumstances may warrant an exception to the Association's guidelines, you must contact the NCAA's travel department for approval **PRIOR TO** confirming any travel arrangements. Requests for additional per diem can be made through the online reimbursement system. Questions regarding travel policies or requests for assistance can be directed to the travel group at 317/917-6757, or by email at travel@ncaa.org.

TRANSPORTATION POLICIES

1. For all Division I championships except men's and women's basketball, any team that is located less than 400 miles from the site of competition will be required to drive. Mileage is calculated using the NCAA's reimbursement system. That system can be accessed by members through the NCAA's website. This is the same page where all travel policies and quick reference guides are located. On that page, click the link for the Travel Expense System. From there, click Mileage Calculator.

For Division I men's and women's basketball, any team that is located less than 350 miles from the site of competition will be required to drive.

2. If an institution is eligible to use air transportation to the site of the championship, and there is a major airport located within 150 miles of the championship site, then the participating institution is required to fly into/out of that airport and utilize ground transportation to and from the site of competition. This also applies if the originating airport is located within 150 miles of the participating institution's campus. This policy only applies when airfare is less expensive from the more distant airport. In addition, the NCAA travel staff will have the discretion to increase the hub rule mileage if necessary and reasonable.

If an institution is eligible to use air transportation, they may choose to drive to the site of competition due to difficulties in arranging air travel. Should this occur, the institution will be reimbursed the lesser of what airfare would have cost, or the eligible ground transportation. For team sports, eligible ground transportation is the actual costs for the allowable number of buses (see **Appendix** for allowable buses by sport). For individual-team sports, eligible ground transportation is mileage per person.

3. **For team sports**, when institutions are required to travel by ground transportation to the site of competition, the NCAA has created a ground transportation program, managed by GO Ground Options. Institutions are **required** to use GO Ground for all ground transportation reimbursable by the NCAA.

The NCAA will pay for charter bus services directly. Institutions will not have to seek reimbursement for the ground transportation costs that are reimbursable under the NCAA travel policy. For the charter bus costs that are not covered by the NCAA travel policy, an institution will have the option, at its own expense, to use the charter bus services contracted by GO Ground. Institutions will be required to pay for those services at the time the reservations are made with GO Ground.

Under NCAA travel policies, the following is reimbursable:

Teams that are required to **drive to the site of competition** (and the site is more than 25 miles from campus):

The NCAA will reimburse the actual costs of the bus for the round trip from campus to the site of competition, including all days at the site.

Teams that **fly to the site of competition**:

If campus is 25 miles or more from the departure airport, the NCAA will pay the cost of the airport transfers, both on departure and on return.

If the arrival airport is 25 miles or more from the site of competition, the NCAA will pay the cost of the bus for the day the team arrives and the day the team departs. Any days in between are considered local transportation and are at the expense of the institution.

If either of the legs described above are less than 25 miles, no reimbursement will be made as local transportation is at the cost of the institution.

Institutions can contact GO Ground at **866/386-4951**. Their online ground transportation portal can be accessed at www.gochampionships.com. The username and password is the same as that used for the Short's Travel portal.

See the **Appendix** for the number of buses the NCAA will pay for by sport.

4. **For individual-team sports**, when institutions are required to travel by ground transportation to the site of competition or are eligible for reimbursement at the site, reimbursement will be provided at a rate of 53 cents per mile, per participant, not the actual cost of ground transportation. Individual-team sports are not required to use GO Ground.

When teams competing in individual-team sports are eligible to fly to the competition site, the institutions will be allowed to book travel prior to the official selection announcement. However, should you pre-book and any of your travelers not qualify for reimbursement, your institution will be billed for the cost of those tickets after the championship is completed.

5. Local transportation must be paid by the institution. Transportation between the team's hotel and the competition or practice site is considered local transportation. If a competition site is located outside the metropolitan area of an airport (more than 25 miles one way) reimbursement may be claimed, as described above. If the competition site is within 25 miles one way, any transportation costs are the responsibility of the institution. In addition, host institutions or institutions within 25 miles one way of the competition site are not eligible for ground transportation reimbursement.
6. For championships conducted during an institution's vacation period or after the regular academic year, the travel guarantee applies to the roundtrip cost of a student-athlete's expenses from either their home or campus directly to the championship site. Student-athlete's who wish to deviate from this will be required to pay any additional costs to do so. The round trip rate used to determine additional costs will be based on where the student-athlete begins their trip (i.e. home or campus).

The institution is responsible for any additional expense incurred if a non-athlete who is a member of the official traveling party does not travel from campus to the site of competition and back to campus after the championship. The NCAA travel guarantee would apply only to the cost of roundtrip transportation from campus to the site of competition if the non-athlete does not travel from or return to campus.

7. The NCAA will reimburse the cost of baggage fees for institutions that fly to the site of competition. While we encourage institutions to take as few bags as possible, a maximum of two bags per allowable traveler, including any oversize and/or overweight fees will be reimbursed. Institutions will have to pay these baggage fees when checking in at the airport and claim them as a miscellaneous expense in the online expense system.
8. Charter options will be pursued by Short's only if reasonable commercial options are not available. All charter flights for a team's participation in an NCAA championship must be arranged through Short's. If an institution desires an unusually high seating capacity or it appears that a charter will not be economical, Short's will advise the institution of the options available within the required guidelines. For all championships, the NCAA will pay the prorated cost for the official traveling party based on the charter's total cost and the number of seats available on the aircraft, but not to exceed the regular coach fare. The institution must pay for additional passengers above the official traveling party size. The NCAA has final approval of any charter that is part of the NCAA travel guarantee. Please note charter service to championships is limited. Institutions should be prepared to adjust departure and return time, to book commercial reservations, or to split the traveling party.
9. Flight options, both commercial and charter, are limited due to the quick turnaround time of championship travel and the seasonality of NCAA championships. Institutions that fly should be prepared to have connecting flights, split their travel party and depart early in the morning or late in the evening. The NCAA national office travel staff is responsible for making the determination of what should be considered reasonable options for the official

traveling party.

10. Neither host institutions nor institutions located within 25 miles of the competition site are eligible for any transportation reimbursement.

PER DIEM POLICIES

1. Per diem rates, as approved by the Division I Championships/Sports Management Cabinet for each Division I and National Collegiate championship, can be found in the **Appendix**.
2. Per diem is meant to cover hotel, meals, parking and any other incidental expenses.
3. **For team sports**, per diem will be paid as described here, for all members of the official travel party. Official travel party numbers, as well as any exceptions, will be noted in the **Appendix**.
 - a. When participating teams are not hosting, standard per diem days include:
 - i. One day for the day prior to the competition, if travel occurred on or before that day.
 - ii. One day for each day a team competes.
 - iii. One day for each day between competition. Please note this only applies when multiple rounds are held at the same site, i.e. first/second rounds played on Friday and Sunday, Saturday is the day between and would be paid.
 - iv. One-half day for the day after competition, if travel occurred on that day.
 - b. When participating teams are hosting, standard per diem days include:
 - i. One-half day for each day the institution competes, if either dining facilities or residence halls are open; or
 - ii. One day for each day a team competes and each day between competition. Please note this only applies when multiple rounds are held at the same site, i.e. first/second rounds played on Friday and Sunday, Saturday is the day between and would be paid.
 - c. When participating teams are not hosting, but their campus is located with 25 miles of the competition site, that team will be paid per diem as if they were the host institution. In addition, the team will not be eligible for transportation reimbursement.
4. **For individual sports**, per diem will be provided for all qualifying student-athletes and the allowable number of non-athletes. The **Appendix** includes the formula for determining the allowable number of non-athletes by sport as well as the number of per diem days paid.
5. Requests for additional per diem beyond what is described above should be requested through the online expense system. Requests should be made prior to travel and are only granted when transportation arrangements cause additional travel days.

6. **For men's and women's basketball only:** In order to receive full reimbursement for transportation and per diem, each institution's official travel party must include:
- 29 band members
 - 1 band director
 - 12 cheerleaders
 - 1 cheer coach
 - 1 mascot

If the travel party does not include these 44 travelers, the institution shall receive per diem and transportation expenses for the actual number of band members, cheerleaders and mascot who attend. Institutions will not receive per diem for "rented bands".

CONTACT INFORMATION

If you have any questions regarding these policies, or need additional information, please contact the following:

NCAA Travel Department

Phone: 317/917-6757

E-mail: travel@ncaa.org

- * Juanita Sheely - Director of Travel and Insurance
- * Melissa Montgomery - Assistant Director of Travel and Insurance
- * Carol Roland - Travel and Insurance Coordinator

Short's Travel

Phone: 866/655-9215

E-mail: ncaaalo@shortstravel.com

- * Kris Fratzke - Director
- * Amanda Koelker - Manager

APPENDIX- DIVISION I CHAMPIONSHIPS

TEAM SPORTS

SPORT	TRAVEL PARTY SIZE	MAX TEAM SIZE	PER DIEM RATE	PER DIEM	GROUND TRANSPORTATION
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FALL SPORTS

Field Hockey	28	24	\$130	Standard team per diem	Must use GO Ground-1 bus
I-AA Football Prelim Rounds	130	60	\$130	Standard team per diem	Must use GO Ground-4 buses
I-AA Football Final Round	145	60	\$130	2.5 days prior for finals	Must use GO Ground-4 buses
M Soccer	27	21	\$130	Standard team per diem	Must use GO Ground-1 bus
W Soccer	28	22	\$130	Standard team per diem	Must use GO Ground-1 bus
W Volleyball	22	15	\$130	Standard team per diem	Must use GO Ground-1 bus
M Water Polo	20	16	\$130	Standard team per diem	Must use GO Ground-1 bus

WINTER SPORTS

M Basketball- Prelim Rounds	75	15	\$185	Standard team per diem	Must use GO Ground-2 buses
M Basketball- Final Four	100	15	\$225	Standard team per diem- Teams that lose in semis receive 6 days	Must use GO Ground-3 buses
W Basketball- 1 st /2 nd round host	52	15	\$185	Standard Host per diem	No transportation provided
W Basketball- 1 st /2 nd round visitors	75	15	\$185	Standard team per diem	Must use GO Ground-2 buses
W Basketball- Regionals	75	15	\$185	Standard team per diem	Must use GO Ground-2 buses
W Basketball- Final Four	100	15	\$225	2 days prior for finals, teams that lose in semis receive 4 days	Must use GO Ground-3 buses
W Bowling	13	10	\$130	Standard team per diem	Must use GO Ground-1 bus
M Ice Hockey	37	27	\$130	Standard team per diem	Must use GO Ground-1 bus
W Ice Hockey	34	24	\$130	Standard team per diem	Must use GO Ground-1 bus

SPRING SPORTS

Baseball	35	27	\$130	Standard team per diem	Must use GO Ground-1 bus
M Lacrosse	40	32	\$130	Standard team per diem	Must use GO Ground-1 bus
W Lacrosse	38	32	\$130	Standard team per diem	Must use GO Ground-1 bus
Rowing	31	25	\$130	Standard team per diem	Must use GO Ground-1 bus
Softball	28	20	\$130	Standard team per diem	Must use GO Ground-1 bus
M Volleyball	21	15	\$130	Standard team per diem	Must use GO Ground-1 bus
W Water Polo	20	16	\$130	Standard team per diem	Must use GO Ground-1 bus

APPENDIX- DIVISION I CHAMPIONSHIPS

INDIVIDUAL-TEAM SPORTS

NA= Non-athlete Ind= Student-Athlete

SPORT	ALLOWABLE NON-ATHLETES	MAX TEAM SIZE	PER DIEM RATE	PER DIEM	GROUND TRANSPORTATION
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FALL SPORTS

M Cross Country	3 NA per team, 1 NA for 1-3 ind 2 NA for 4-6 ind	7	\$130	2.5 days for all eligible travelers	53 cents per mile per person
W Cross Country	3 NA per team, 1 NA for 1-3 ind 2 NA for 4-6 ind	7	\$130	2.5 days for all eligible travelers	53 cents per mile per person

WINTER SPORTS

Fencing	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	N/A	\$130	4.5 days for all eligible travelers	53 cents per mile per person
M Gymnastics	5 NA per team, 2 NA for 1-3 ind, 3 NA for 4-6 ind, and 4 NA for 7-9 ind	12	\$130	3 days for all eligible travelers	53 cents per mile per person
W Gymnastics	5 NA per team, 2 NA for 1-3 ind, 3 NA for 4-6 ind, and 4 NA for 7-9 ind	15	\$130	4 days for all eligible travelers	53 cents per mile per person
M Indoor Track	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	N/A	\$130	3 days for all eligible travelers	53 cents per mile per person
W Indoor Track	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	N/A	\$130	3 days for all eligible travelers	53 cents per mile per person
Rifle	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	N/A	\$130	3.5 days for all eligible travelers	53 cents per mile per person
Skiing	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	N/A	\$130	5.5 days for all eligible travelers	53 cents per mile per person
M Swimming	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	18 no divers 19 w/divers	\$130	4 days for all eligible travelers	53 cents per mile per person
W Swimming	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	18 no divers 19 w/divers	\$130	4 days for all eligible travelers	53 cents per mile per person
Wrestling	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	N/A	\$130	4 days for all eligible travelers	53 cents per mile per person

SPRING SPORTS

M Golf	3 NA per team, 1 NA for 1-3 ind	5	\$130	4.5 days for all eligible travelers. Match play 5.5 or 6.5	53 cents per mile per person
W Golf	3 NA per team, 1 NA for 1-3 ind	5	\$130	5.5 days for all eligible travelers	53 cents per mile per person
M Tennis	5 NA per team, 1 NA for 1-3 ind, 2 NA for 4-6 ind	8	\$130	5.5 (Team) or 5 days (Ind) for all eligible travelers	53 cents per mile per person
W Tennis	5 NA per team 1 NA for 1-3 ind, 2 NA for 4-6 ind	8	\$130	5.5 (Team) or 5 days (Ind) for all eligible travelers	53 cents per mile per person
M Outdoor Track	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	N/A	\$130	4.5 days for all eligible travelers	53 cents per mile per person
W Outdoor Track	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	N/A	\$130	4.5 days for all eligible travelers	53 cents per mile per person