

2016-17

DIVISION III CHAMPIONSHIPS TRANSPORTATION AND PER DIEM POLICIES

INTRODUCTION

During this academic year, 90 championships will be held in locations all across the United States. The NCAA will spend approximately \$53 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. Short's can be reached by phone at **866-655-9215** or by email at ncaaalo@shortstravel.com.

In addition, the NCAA has an agreement with GO GROUND 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. GO GROUND 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 travel.ncaa.org. All competing institutions must request reimbursement through the TES system in order to receive the appropriate reimbursement.

Per the Division III Championships Committee, institutions have 45 days from the end of the championship to submit reimbursement requests. After 45 days have passed, the institution will be reimbursed the minimum amount of per diem allotted and **no further reimbursement will be provided**. It is therefore, very important to submit your reimbursement request in a timely manner.

- 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. 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.
- **Per Diem Exceptions.** Be advised that if extraordinary circumstances warrant an exception to the Association's guidelines, request that exception **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. Teams located within 500 ground miles of the competition site are required to travel via ground transportation. Mileage is calculated using the NCAA's mileage calculator, which can be accessed through the online reimbursement system.
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 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. 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 any leg of the trip is less than 25 miles one way, the institution will be paid 57 cents per mile, per person. This mileage payment will be made through the online expense system when the expense report is filed after the completion of the championship.

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 57 cents per mile, per eligible traveler, 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, per the policies above. If the competition site is within 25 miles one way, the institution will be reimbursed 57 cents per mile per member of the official travel party.

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.

The NCAA does not cover any costs related to seat fees charged by commercial airlines. This includes, but is not limited to, charges for priority boarding, pre-assigned seats, premium seats, etc. Any institution who chooses to purchase these services does so at their own expense.

Except for travel related to the men's or women's golf championships, the NCAA will not reimburse any costs for baggage fees or shipping costs for golf clubs. In addition, when traveling by charter, teams will not be permitted to carry golf clubs on the charter aircraft as checked baggage. Any traveler wishing to take golf clubs will be responsible for baggage fees or shipping costs and will need to make those arrangements on their own.

As part of the allowable baggage policy, each team will be allowed one massage/athletic training table. This means an institution may choose to check a massage/athletic training table as one of its two allowable bags per person and the NCAA will reimburse the cost. Any baggage fees for additional massage/athletic training tables will not be reimbursed. For teams traveling by charter, only one massage/athletic training table per team, per gender will be allowed on the aircraft. Any institution wishing to take additional massage/athletic training tables will need to ship those at their own cost.

Sideline heaters and/or associated propane tanks will not be allowed on NCAA charter aircraft. The host institution will be responsible for providing heaters to all visiting teams (if necessary). NCAA will not reimburse the cost for a visiting team to ship their own heaters. Please see your championship manuals for further information.

8. If reasonable commercial flight options are not available, charter options will be pursued by Short's. The NCAA director of travel has the final authority to determine if a commercial flight option is reasonable. If a reasonable commercial option is available but an institution chooses to fly by charter, the institution will be responsible to reimburse the NCAA for the difference between the commercial flight and the charter flight. Those costs will be disclosed to the institution prior to booking any flight. All charter flights for a team's participation in an NCAA championship must be arranged through Short's.

If an institution elects to take more travelers than allowed by policy, the institution must pay for additional passengers above the official travel party size. For commercial flights, that cost will be the actual cost charged by the airline. For charter flights, the institution will be charged a maximum of \$350, one way, per additional person. 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. Any institution which travels by charter is expressly prohibited from advertising the sale of seats on that charter in any form. This includes email, website, newspaper, television, radio, etc. Advertising seats on a charter changes the designation of the charter in the eyes of the Department of Transportation. Due to time constraints in arranging NCAA charter flights, any charter that is found to have been advertised will be canceled. The team involved will then be required to travel by commercial air and to reimburse the NCAA for any cancellation fees related to the canceled charter.

Institutions which travel by charter are responsible for ensuring all members of their travel party meet the definition of "bona fide member" of their organization, as defined by Title 14 of the Code of Federal Regulations, Part 212.5.

10. 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.
11. 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 III Championships Committee for each Division III 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. For preliminary rounds (including men's and women's tennis), when participating teams are hosting, no per diem will be paid to that team.
 - b. For the finals round, 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, if **both** dining facilities and residence halls are closed. 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. For all rounds, 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.
 - d. When participating teams are not hosting, but their campus is located within 25 miles of the competition site, that team will be paid the same per diem as a host team in the finals round (see 3b). 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.

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

Expense System: travel.ncaa.org

- * Juanita Sheely - Director of Travel and Insurance
- * Melissa Piening – Associate Director of Travel and Insurance
- * Carol Roland - Travel and Insurance Coordinator

Short's Travel

Phone: 866/655-9215

E-mail: ncaaalo@shortstravel.com

Portal: www.shortstravel.com/ncaachamps

- * Kris Fratzke - Director
- * Brenda Hager - Manager

GO GROUND

Phone: 866-386-4951

Email: wmarie@goground.com

Portal: www.gochampionships.com

- *Whitney Marie - Director

APPENDIX- DIVISION III 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	26	24	\$90	Standard team per diem	Must use GO GROUND-1 bus
Football	61	58	\$90	Standard team per diem- 2 days prior for finals round only	Must use GO GROUND-2 buses
M Soccer	26	24	\$90	Standard team per diem	Must use GO GROUND-1 bus
W Soccer	26	24	\$90	Standard team per diem	Must use GO GROUND-1 bus
W Volleyball	20	17	\$90	Standard team per diem	Must use GO GROUND-1 bus

WINTER SPORTS

M Basketball	18	15	\$90	Standard team per diem	Must use GO GROUND-1 bus
W Basketball	18	15	\$90	Standard team per diem	Must use GO GROUND-1 bus
M Ice Hockey	25	23	\$90	Standard team per diem	Must use GO GROUND-1 bus
W Ice Hockey	25	23	\$90	Standard team per diem	Must use GO GROUND-1 bus

SPRING SPORTS

Baseball	27	25	\$90	Standard team per diem	Must use GO GROUND-1 bus
M Lacrosse	33	32	\$90	Standard team per diem	Must use GO GROUND-1 bus
W Lacrosse	30	28	\$90	Standard team per diem	Must use GO GROUND-1 bus
Rowing	23 (13 ind)	21 (11 ind)	\$90	Standard team per diem	Must use GO GROUND-1 bus
Softball	23	20	\$90	Standard team per diem	Must use GO GROUND-1 bus
Men's Volleyball	20	17	\$90	Standard team per diem	Must use GO GROUND-1 bus

Host teams will receive no per diem for preliminary rounds.

APPENDIX- DIVISION III 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	2 NA teams, 1 NA for 1-5 ind	8	\$90	3 days for all eligible travelers	57 cents per mile per person
W Cross Country	2 NA teams, 1 NA for 1-5 ind	8	\$90	3 days for all eligible travelers	57 cents per mile per person

WINTER SPORTS

M Indoor Track	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+	N/A	\$90	4 days for all eligible travelers	57 cents per mile per person
W Indoor Track	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+	N/A	\$90	4 days for all eligible travelers	57 cents per mile per person
M Swimming	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+ (1+divers = 1 NA)	18 no divers 20 with divers	\$90	5 days for all eligible travelers	57 cents per mile per person
W Swimming	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+ (1+divers = 1 NA)	18 no divers 20 with divers	\$90	5 days for all eligible travelers	57 cents per mile per person
Wrestling	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+	N/A	\$90	4 days for all eligible travelers	57 cents per mile per person

SPRING SPORTS

M Golf	1 NA teams and individuals	5	\$90	6 days for all eligible travelers	57 cents per mile per person
W Golf	1 NA teams and individuals	5	\$90	6 days for all eligible travelers	57 cents per mile per person
M Tennis*	2 NA per team, 1 NA for 1-5 ind	9	\$90	3.5 days (regionals) 4.5 days (finals) for all eligible travelers	57 cents per mile per person-regionals and finals
W Tennis*	2 NA per team, 1 NA for 1-5 ind	9	\$90	3.5 days (regionals) 4.5 days (finals) for all eligible travelers	57 cents per mile per person-regionals and finals
M Outdoor Track	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+	N/A	\$90	5 days for all eligible travelers	57 cents per mile per person
W Outdoor Track	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+	N/A	\$90	5 days for all eligible travelers	57 cents per mile per person

*Men's and Women's Tennis only - Host teams will receive no per diem for regionals.