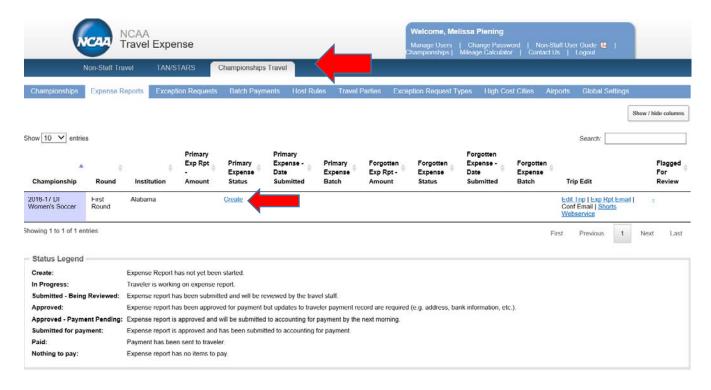
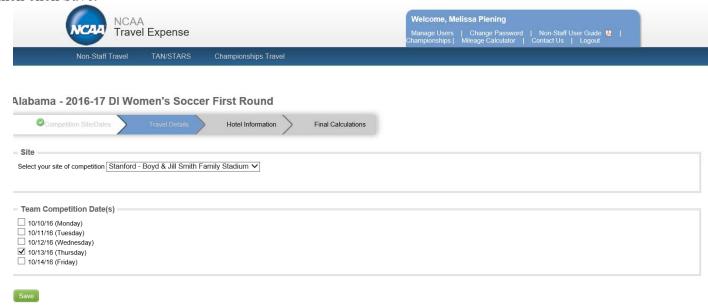
TRAVEL EXPENSE SYSTEM-TRAVELER USER GUIDE

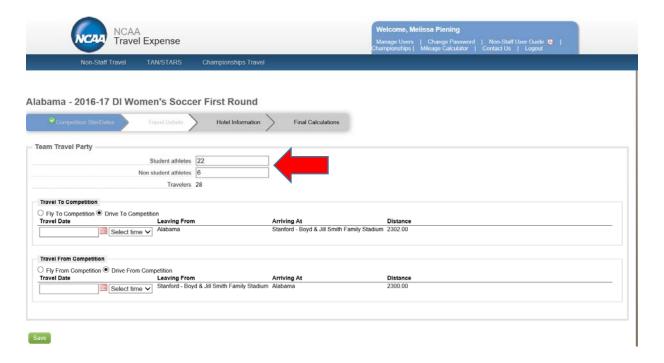
- 1. The new system has been redesigned to offer the following conveniences:
 - a. Login through my apps and use your user id and password.
 - b. Simplify the system and improve usability.
 - c. View the status of all expense reports and exception requests, as well as payment information, in one place.
- 2. Go to www.ncaa.org and click on My Apps.
- 3. Login using your SSO user id and password. If you do not have an SSO account through your school, please reach out to your on-campus SSO administrator.
- 4. To begin a new expense report, click on the Championships Travel tab and then click on the Create link.



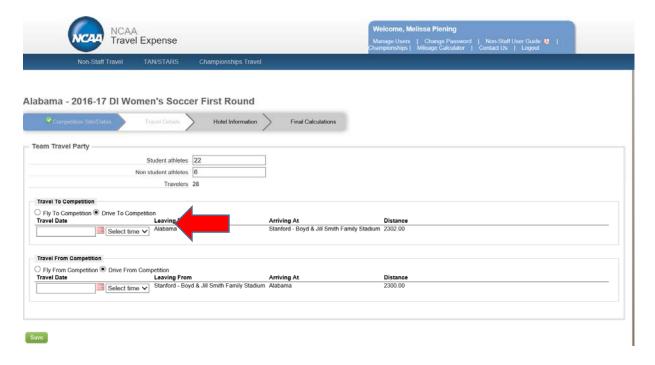
5. On the Competition Site/Dates, verify the competition site and check the team competition dates. If not correct, select the site of competition from the dropdown menu and select the date/s of competition and then click Save.



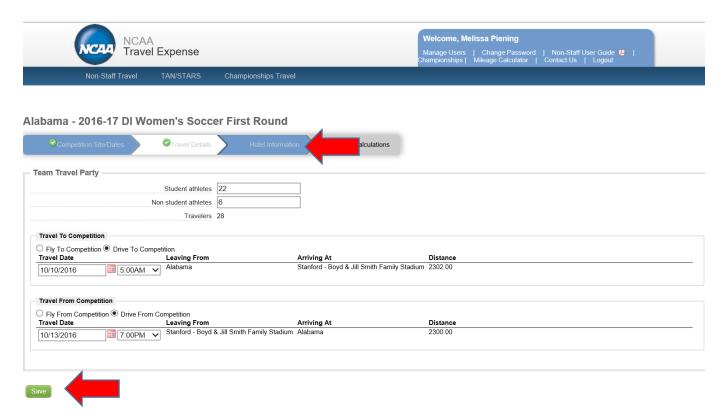
6. Next click on Travel Details. The number of approved student athletes and non-student athletes will appear. If you took less than the approved number of travelers adjust the student athletes or non-student athletes number down.



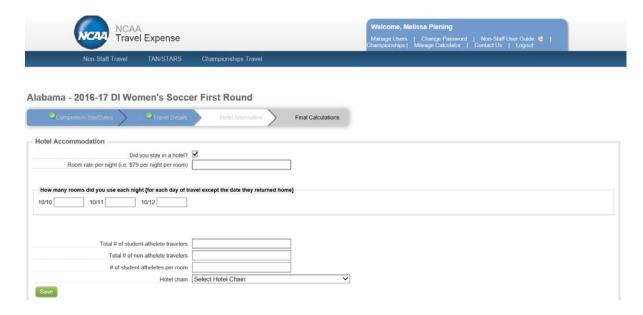
7. Travel to Competition and Travel from Competition: if your travel dates and times do not prepopulate, select "Fly To/From Competition" or "Drive To/From Competition" and then select the date, time and airports if applicable.



8. Click Save and then click on Hotel Information.



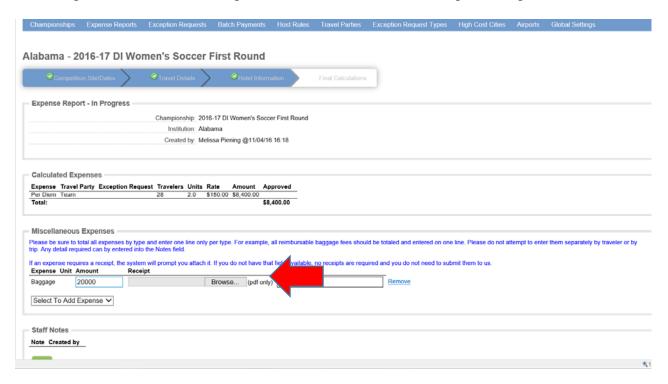
9. Once on the Hotel Information page: enter in the hotel room rate, number of rooms used each night, total number of student-athlete travelers, total number of non-athlete travelers, and number of student athletes per room. Lastly, select the hotel chain from the drop-down menu.



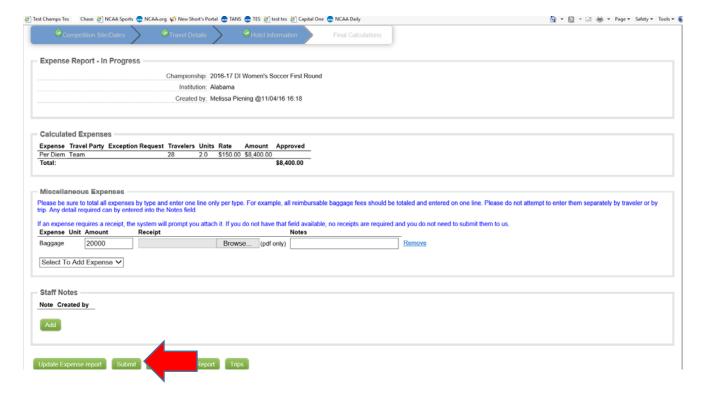
- 10. Click Save and then click on Final Calculations.
- 11. "Calculated Expenses" provides a summary of your expense report. If you need to add a miscellaneous expense for baggage fees, click the drop-down menu under Miscellaneous Expenses and select the type.



12. Enter in the dollar amount and notes. If a receipt field appears you will need to upload your receipts. The receipts must be attached as a pdf document. Click Browse and upload the pdf.



13. Once your expense report is complete, click Submit.



- 14. If you need to request a travel exception this should be done prior to the championship. On the Championships Travel page, click Exception Request.
- 15. Select the sport from the drop-down menu.



- 16. Complete the form with the exception reason, competition date, departure date and time and explanation.
- 17. If the exception is within policy, it will auto approve and you will see the status on the Championship Travel tab. If it is outside of policy, it will show as Review Required and you will be able to monitor the status on the Championship Travel tab.
- 18. If you have trouble using the system, please contact the travel department at <u>travel@ncaa.org</u> or 317-917-6757.