

MEMORANDUM

October 24, 2018

TO: Divisions I, II and III Directors of Athletics.

FROM: Juanita L. Sheely  
Director of Travel, Meetings and Events.

SUBJECT: 2018-19 NCAA Championships Travel Policies and Procedures.

In the 2017-18 fiscal year, the Association spent more than \$61 million on transportation of student-athletes and personnel to NCAA championships. This is the single largest expense category related to NCAA championships. Given that expenses for travel continue to increase, it is imperative that we be mindful of transportation challenges facing intercollegiate athletics as we strive for stabilization in this area.

As in previous years, the Association has an agreement with Short's Travel Management, through whom all championships air travel must be arranged. They can be reached at **866-655-9215**. Please note, air travel not booked through Short's **will not** be reimbursed by the Association.

In addition, the NCAA has an agreement with GO GROUND to provide ground transportation for all 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**. Any reimbursable charter bus usage not arranged through GO GROUND **will not** be reimbursed.

The NCAA travel policies are available online at <http://www.ncaa.org/championships/travel/championships-travel-information>. The changes to travel policies for 2018-19 are detailed in the attachment.

We look forward to working with you and your staff in the coming months. As always, if you have any questions about championship travel, please contact us at 317-917-6757, or by email at [travel@ncaa.org](mailto:travel@ncaa.org).

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cc: Senior Woman Administrators  
Athletics Business Officer  
Select Conference Office Staff

## **2018-19 TRAVEL POLICY CHANGES**

### **DIVISION I and NATIONAL COLLEGIATE CHAMPIONSHIPS**

Field Hockey - add a day off in between first and second rounds

Bowling - add play-in teams

### **DIVISION II**

Increase per diem to \$105 for all sports

Baseball - add a super regional round

Cross Country - increase field size

Football - travel party increase to 80 for semifinal and final rounds only

Men's Golf - increase travel party size by one for finals round only

Women's Golf - increase field at finals - format change at finals to include match play

Men's Lacrosse - increase bracket size to 12 teams

Women's Lacrosse - increase bracket size to 16 teams and add a rest day between first and second rounds

Women's Soccer - increase bracket to 56 teams

Tennis - increase travel party size by two - one additional SA and one additional NA

Rowing - increase field size - now 6 full teams with no individual boats

Wrestling - increase field size

### **DIVISION III**

Women's Ice Hockey - increase bracket size to 10 teams

Women's Golf - increase field size

Men's Volleyball - increase bracket to 14 teams

Baseball - add a super regional round

Indoor Track - increase field size

**This document is meant as a summary of changes for your convenience. Please refer to the official divisional travel policies for details and specifics.**