

MEMORANDUM

November 4, 2019

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

FROM: Melissa Piening
Director of Travel, Meetings and Events.

SUBJECT: 2019-20 NCAA Championships Travel Policies and Procedures.

In the 2018-19 fiscal year, the Association spent more than \$60 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.

Please note similar to years past, GO GROUND will remit an invoice to your institution for bus costs not covered by the NCAA per the NCAA travel policies. Previously, the balance was remitted to GO GROUND; however, starting this year, the balance will be remitted to the NCAA. Please reference the invoice for payment information.

As a travel reminder, the Transportation Security Administration is reminding travelers that beginning October 1, 2020, every traveler must present a REAL ID-compliant driver's license, or another acceptable form of identification, to fly within the United States. Click here for more details: <https://www.dhs.gov/real-id>.

The NCAA travel policies are available online at the following web address: <http://www.ncaa.org/championships/travel/championships-travel-information>. The changes to travel policies for 2019-20 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.

MMP

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

2019-20 TRAVEL POLICY CHANGES

DIVISION I and NATIONAL COLLEGIATE CHAMPIONSHIPS

High cost city changes:

- add Portland and Denver, eliminate Minneapolis and Philadelphia
- expansion of high cost city footprint to include host zip codes within 25 miles of high cost city determined by the NCAA TES mileage calculator.

Bowling - increase bracket to 16 teams

DIVISION II

Men's Soccer - increase bracket to 40 teams

Men's Basketball - format change for combined championship in Atlanta. (Atlanta, finals game per diem rate of \$245 plus additional per diem days)

Spring Festival - St. Louis, MO- Women's Lacrosse, Men's Golf, Women's Golf, Men's Tennis, and Women's Tennis.

DIVISION III

Baseball - increase bracket to 60 teams

Men's Soccer - increase bracket to 64 teams

Men's Volleyball - increase bracket to 16 teams

Women's Lacrosse - increase bracket to 44 teams

Men's Lacrosse - bracket format change

Men's Basketball - preliminary round bracket change due to combined championship in Atlanta. (Atlanta, finals game per diem rate of \$245 plus additional per diem days)

Men's Tennis - increase finals round to 44 teams

Men's Golf - increase finals round to 43 teams

Women's Golf - increasing finals round to 26 teams

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