MEMORANDUM

November 4, 2019

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

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


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.