

# Division II Championships Travel



# Agenda

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- Intro
- Per Diem
- Ground Transportation
- Air Travel
- Travel Expense System
- Questions

# The Basics

- All mileage is based on the mileage calculator associated with the NCAA Travel Expense System.
  - <https://web1.ncaa.org/TES/exec/miles>
- Institutions participating in teams sports that are located more than 600 miles from campus to the site of competition are eligible for a flight.
- Institutions participating in individual sports that are located more than 500 miles from campus to the site of competition are eligible for a flight.
- All air travel must be booked through Short's Travel Management.
  - 866-655-9215
  - <https://www.shortstravel.com/ncaaChamps/index.cfm>

# The Basics (cont.)

- Team sports under 600 miles must book ground transportation through GO GROUND.  
<https://www.gochampionships.com/index.php>
- Individual sports under 500 miles receive .57 cents per person per mile and are not required to book through GO GROUND.
  - Mileage is claimed after the championship through TES.
- Short's and GO GROUND portals use the same user ID and password that is unique to the institution.

# Per Diem

- Division II per diem is currently \$105.
  - Rate is up from the \$100 rate in 17-18.
- Per diem is paid for the official NCAA travel party.
  - [https://ncaaorg.s3.amazonaws.com/championships/resources/travel/2018-19DIIChamps\\_TravPolicies.pdf](https://ncaaorg.s3.amazonaws.com/championships/resources/travel/2018-19DIIChamps_TravPolicies.pdf)
- Per diem is meant to help cover hotel, meals and any incidentals such as local ground transportation, parking, tolls, etc.

# Ground Transportation

- For team sports, when an institution is required to drive to the site of competition, the NCAA pays for the total cost of the charter bus for the entire trip.
- All charter buses must be arranged using GO GROUND.
  - Costs will be paid directly by the NCAA.
- For team sports that fly to the site of competition and either campus to airport or airport to site of competition is over 25 miles, the bus transfer days (arrival and departure day) will be paid by the NCAA.
  - The school will be billed back by GO GROUND for the interim days of service.
- Individual sports will be reimbursed \$.57/mile/person round trip and is claimed through TES.

# Air Travel

- Air Travel MUST be booked through Short's Travel.
- An institution is eligible for a flight if the mileage is over 500 miles for an individual sport and 600 miles for team sports.
  - Mileage is calculated based on the Travel Expense System (TES) mileage calculator.
- The NCAA pays for one roundtrip per eligible traveler.
  - Any additional expenses incurred by deviation from a roundtrip is the institution's responsibility.
  - A roundtrip is defined as returning to the same place you started.
    - For example: campus-site-campus or home-site-home.
- Each sport has an allowable travel party size .
  - Additional travelers above the number allowed by NCAA are billed back to the institution.
  - Commercial air billed at the actual commercial cost.
    - NCAA pays for the lowest commercial tickets.
  - Charter air billed at the flat rate of \$350 per person each way.

# Air Travel Cont.

- Individual sports can pre-book air travel before selections are announced.
  - Anyone pre-booked that does not qualify for reimbursement will be billed back to the school.
- Individual sports are generally booked round-trip.
  - Since per diem is paid for the entire length of the championship, changes must be paid by the school.
- Team sports that play multiple games at one site are generally booked one way.
- Must enter in roster and key contacts into the Short's Champs Portal.



# Air Travel Cont.

- Commercial air travel is the preferred and first option for all teams that fly.
- Charter air travel is only used if there are no reasonable commercial options available.
- Reasonable options include:
  - Adjusting required departure times and dates.
  - Connecting flights.
  - Splitting the NCAA reimbursable travel party into as many as 3 groups.
  - Requiring teams to drive up to 150 miles to an airport, on both departure and arrival.
    - The travel department will have discretion to increase the hub rule mileage is necessary and reasonable.

# Air Travel Cont.

- NCAA travel staff are final decision makers on what is a “reasonable” commercial option.
- Teams must arrive at the airport 2 hours prior to departure for commercial flights.
- For commercial air travel manifest must be entered into the portal prior to ticketing.
- Teams always have the option to pay the difference to upgrade to a desired flight/carrier or to charter.
  - Commercial cost calculated using ticket cost, applicable bag fees, applicable bus costs and any applicable per diem.
- Teams also have the option to bus even if they are eligible for a flight.

# Charter Air Travel

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- MUST arrive at the FBO 1-1.5 hours prior to departure.
- Larger aircraft require screening. This is an FAA and TSA rule not an NCAA rule.
- Manifest must be entered into the Short's Portal at least 24 hours prior to departure.
- Equipment must be entered into the Short's Portal and broken out by items.
  - Example: 10 equipment bags at 60lbs.

# Travel Expense System (TES)

- Expense reports must be filed within 45 days of the conclusion of the championship.
- Host receives per diem and must complete both the TES reimbursement and the host report.
- Travel exceptions for additional per diem should be filed prior to the championship.
  - Generally approve an additional half or full day for travel prior to the championship depending on the time you depart campus.

# Travel Expense System (TES) Cont.

- Login with your NCAA SSO account information.
- Team sports can claim per diem and baggage fees.
- Individual sports claim per diem, baggage fees, and mileage (if eligible).
- Non reimbursable expense (not an all inclusive list):
  - Rental car
  - Short's or GO GROUND bill backs
  - Hotel
  - Meals
  - Parking

# Helpful Links

- NCAA Championship Travel Information:
  - <http://www.ncaa.org/championships/travel/championships-travel-information>
- Short's Champs Portal:
  - <https://www.shortstravel.com/ncaaChamps/index.cfm>
- GO GROUND Portal:
  - <https://www.gochampionships.com/index.php>
- Travel Expense System:
  - <http://travel.ncaa.org/>

# Discussion and Questions

# Questions

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- Team Sports: Bus driver hotel rooms should be direct billed to GO GROUND or paid by the bus driver. If not, then the hotel room can be claimed through TES.
- What rounds are paid for by NCAA?
  - Indv sports-finals only