

# Division III Championships Travel

# Agenda

---

- 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 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 500 must book ground transportation through GO GROUND.
  - 866-386-4951
  - <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 use the same user ID and password that is unique to the institution.

# Per Diem

- Division III per diem rate is currently \$95.
  - Rate was increased in 17-18 from \$90 to \$95.
- Host per diem rate: \$30 per day for each member of the official travel party for each day of competition.
  - For preliminary rounds (including men's and women's tennis), when participating teams are hosting, the team will receive \$30 per day for each day of competition.
  - For the finals round, when participating teams are hosting, standard host per diem is applied
- Per diem is paid for the official NCAA travel party.
  - [https://ncaaorg.s3.amazonaws.com/championships/resources/travel/2018-19DIIIChamps\\_TravPolicies.pdf](https://ncaaorg.s3.amazonaws.com/championships/resources/travel/2018-19DIIIChamps_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.
- For team sports that fly to the site of competition, the NCAA pays for the bus trip to the airport and return.
- For team sports that fly the NCAA also pays for the bus onsite for the duration of your stay.
- All charter buses must be arranged using GO GROUND.
  - Costs will be paid directly by the NCAA.

# Ground Transportation Cont.

- Individual sports that are a drive, will be reimbursed .57 cents per mile, per person, round trip and is claimed through TES.
  - In order to assist with ground transportation cost at the site of competition, institutions will be reimbursed \$25 per eligible traveler for each day of per diem received.
- Individual sports that fly to the competition site will receive .57 cents per mile, per person, round trip to and from the airport and will also receive \$25/traveler/day to assist with

# 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.
  - 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 contracts 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 team manifest must be entered into the Short’s 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

---

- MUST arrive 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.
- 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.
  - After 45 days have passed, the institution will be reimbursed the minimum amount of per diem allotted and **no further reimbursement will be provided.**
- 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/>

# Contact Info

---

- NCAA Travel Department
  - 317-917-6757
  - [travel@ncaa.org](mailto:travel@ncaa.org)
- Short's Travel
  - 866-655-9215
  - [ncaachampstvl@shortstravel.com](mailto:ncaachampstvl@shortstravel.com)
- GO GROUND
  - 866-386-4951
  - [ncaa@goground.com](mailto:ncaa@goground.com)



# Discussion and Questions