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.
  o 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.
  o 866-655-9215
  o https://www.shortstravel.com/ncaaChamps/index.cfm
• Team sports under 500 must book ground transportation through GO GROUND.
  o 866-386-4951
  o 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.
  o 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.
  o 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.
  o 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.
  o 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.
• 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.
  o 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 if 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:

- Short’s Champs Portal:
  - [https://www.shortstravel.com/ncaachamps/index.cfm](https://www.shortstravel.com/ncaachamps/index.cfm)

- GO GROUND Portal:

- Travel Expense System:
Contact Info

• NCAA Travel Department
  ○ 317-917-6757
  ○ travel@ncaa.org

• Short’s Travel
  ○ 866-655-9215
  ○ ncaachampstvl@shortstravel.com

• GO GROUND
  ○ 866-386-4951
  ○ ncaa@goground.com
Discussion and Questions