

**2021-22**  
**DIVISION III CHAMPIONSHIPS TRANSPORTATION AND PER DIEM POLICIES**  
*(updated 5/17/22)*

## INTRODUCTION

During this academic year, 90 championships will be held in locations across the United States. The NCAA will spend more than \$60 million to transport student-athletes, teams, officials and support personnel to and from their destinations.

To help control travel costs, the NCAA has entered into an agreement with Short's Travel Management of Waterloo, Iowa, to provide air transportation and special services to persons traveling on NCAA business. Since air transportation costs are billed directly to the Association, all air travel must be arranged through Short's. Please note, travel not booked through Short's **will not** be reimbursed by the Association. Short's can be reached by phone at **866-655-9215** or by email at [ncaalo@shortstravel.com](mailto:ncaalo@shortstravel.com).

In addition, the NCAA has an agreement with STM Driven, a division of Short's Travel, to provide onsite ground transportation for all team sports that FLY to NCAA championships. Reimbursable onsite charter bus transportation will be billed directly to the Association, so institutions participating in team championships are required to use STM Driven for all onsite charter bus needs when a FLY to the championship. STM Driven can be reached at **844-814-3939** or by email at [ncaachamps@stmdriven.com](mailto:ncaachamps@stmdriven.com) or the Short's portal [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps).

The following information outlines the NCAA travel policies and procedures. Only the NCAA travel staff are authorized to approve exceptions to these policies.

## GENERAL INFORMATION

- Championships Air Travel Portal. Short's continues to offer the championship portal, a website for teams to submit their travel parties and manifests, as well as preferred departure cities and times, to Short's well before selections take place. It is our experience that by using these tools, teams can eliminate many of the initial phone calls and emails, as well as extensive wait times they have experienced in the past. Institutions have been assigned a username and password for the system that was resent October 20, 2021, to their director of athletics. Before selections, and as early as mid-October, team administrators should go online to [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps) and submit a tentative travel party list.
- Championships Ground Travel. STM Driven offers the championships travel portal through which all onsite ground transportation needs may be arranged for team sports that fly to the championships. Institutions will use the same login information used to access the Short's Travel portal. Institutions may log into the portal at any time to provide contact information and request ground transportation assistance. You can find the portal at [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps).
- Team Expense Reimbursement. Expense reimbursement for participation in championships will be filed through our online system. The Travel Expense System (TES) can be found online at [travel.ncaa.org](http://travel.ncaa.org). All competing institutions must request reimbursement through the TES system to receive reimbursement. You will log into TES using your NCAA My Apps login information.
- Airline Reservations and Tickets. All airline reservations must be made through Short's Travel to receive the NCAA guarantee for air travel. Airline reservations **must** match the name exactly as it appears on the photo identification. The Association pays for the tickets for official travel

party members. Short's maintains a 24-hour toll-free telephone service to enable individuals to make or change reservations. The number is 866-655-9215, including calls from Alaska and Hawaii.

The U.S. Department of Homeland Security has implemented a program which requires that the following airline passenger information be complete 72 hours prior to departure. All major airlines now require this information prior to any tickets being issued:

- Name (including middle name or initial) as it appears on your government-issued identification,
- Date of birth,
- Gender, and
- Redress number, if applicable (this is for someone who has previously been denied boarding; they can apply for a number to prevent it from occurring again).

The NCAA championships portal is set up to collect this information as well as TSA precheck numbers so please take time to enter your team rosters and traveler information. This will save a considerable amount of time in the travel booking process once selections are announced and travel options are confirmed.

As an added value to the membership, institutions may also make reservations through Short's for persons not in the official travel party. By doing so, institutions can take advantage of unpublished discounted airfares available through Short's. Upon presentation of an acceptable form of payment, the institution will be billed directly.

- Airport Security. Due to heightened security at airports, individuals and groups should check in a minimum of two hours before your scheduled departure time. All passengers should carry at least one form of photo identification, which must be issued by a state or governmental authority. Also note, airline reservations **MUST** match the name exactly as it appears on the photo identification.

All passengers must also present their boarding passes and government-issued photo identification to go through airport security. Depending on the type and size of group you are traveling with, you may be able to check in online prior to departure or through the airline kiosk at the airport terminal. Large groups will need to check in with the airline ticket counter personnel at the airport. Please note, athletics equipment such as gym bags, trunks or boxes may be subject to additional inspection at check-in.

**Travelers are required to follow all airline policies, federal, state or local municipality mandates as the NCAA will not incur additional expenses due to noncompliance.**

- Code of Conduct. Teams must adhere to the NCAA Code of Conduct as well as all CDC, state, and local government restrictions. If there are more strict policies in place by state/local authorities and/or travel vendors that are available for use (airlines, etc.), these must be followed. It is the responsibility of the institution to ensure all of their official travel party can adhere to all policies and/or determine alternatives, if following additional guidelines can not be met - i.e. changing travel party roster, alternate transportation, etc. The NCAA policy **will**

**not** trump a more strict policy that is in place by federal/state/local health authorities or those in place by available transportation options.

- **Transportation Guarantee.** The transportation-expense guarantee will only apply to one round trip to the site of competition. For individual-team championships, transportation and per diem expenses shall be paid only for the finals competition and not for regional-qualifying meets or tournaments, except as noted in these policies.
- **Per Diem Exceptions.** Be advised that if extraordinary circumstances call for an exception to the Association's guidelines, request that exception **PRIOR TO** confirming any travel arrangements. Requests for additional per diem can be made through the online reimbursement system. Questions about travel policies or requests for help can be directed to the travel group at 317-917-6757, or by email at [travel@ncaa.org](mailto:travel@ncaa.org).

#### TRANSPORTATION POLICIES

1. Teams located less than 600 miles from the site of competition will be required to drive. Any individual sport located less than 500 miles from the site of competition will be required to drive. Mileage is calculated using the NCAA's mileage calculator, which can be accessed through the online travel reimbursement system. Mileage is calculated using the NCAA's mileage calculator, which may be accessed through the online [travel reimbursement system](#).
2. If an institution is eligible to use air transportation to the site of the championship, and there is a major airport located within 200 miles of the championship site, then the participating institution is required to fly into/out of that airport and utilize ground transportation to and from the site of competition. This also applies if the originating airport is located within 200 miles of the participating institution's campus. This policy only applies when airfare is less expensive from the more distant airport. In addition, the NCAA travel staff will have discretion to increase the hub rule mileage if necessary and reasonable.

If an institution is eligible to use air transportation, they may choose to drive to the site of competition due to difficulties in arranging air travel. Should this occur, the institution will be reimbursed the lesser of what airfare would have cost, or the eligible ground transportation. For team sports, eligible ground transportation is the actual cost for the allowable number of buses (see **Appendix** for allowable buses by sport). For individual-team sports, eligible ground transportation is mileage per person.

3. **For Team Sports.** When institutions are required to travel by ground transportation to the site of competition under NCAA travel policies, the following is reimbursable:

Teams that are required to **drive to the site of competition**:

The NCAA will reimburse a flat \$1,500.00 bus allotment amount/per diem day. Procured buses must meet [NCAA Ground Transportation Safety Standards](#). In the event a team travels to a location where the daily rate exceeds the daily allotment an exception may be requested.

**Teams that fly to the site of competition:**

If campus is 25 miles or more from the departure/return arrival airport, the NCAA will pay \$750.00 both on departure and on return to help offset the cost of the bus transfer day. Procured buses must meet NCAA Ground Transportation Safety Standards. If less than 25 miles, no reimbursement will be made as local transportation is at the cost of the institution. In the event a team travels to a location where the daily rate exceeds the daily allotment an exception may be requested.

**The NCAA has a new agreement with STM Driven, a division of Short's Travel Management, to provide onsite ground transportation for all FLY teams to NCAA championships.**

All transportation onsite, at the championship, must be booked through STM Driven. Institutions can contact STM Driven at **844-814-3939** or [ncaachamps@stmDriven.com](mailto:ncaachamps@stmDriven.com). Their online ground transportation portal may be accessed at [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps). The username and password are the same as those used for the Short's Travel portal.

If either airport to site of competition or site of competition to airport are less than 25 miles, the institution will be billed back for the bus transfer days and any interim days of service, as local ground transportation is not reimbursable. If arrival/return departure airport is over 25 miles from the site of competition, the NCAA will pay for the bus transfer days and the institution will be billed back for the interim days of service, as local ground transportation is non reimbursable.\$

Please note all bus drivers' hotel rooms and gratuities are at the expense of the institution as they are a non-reimbursable expense.

If a team that is a fly decides not to use STM Driven's held bus equipment, the team will be billed back for any cancellation fees.

See the **Appendix** for the number of buses the NCAA will pay for by sport.

**Due to the increased demand and reduced supply, car rentals and bus equipment are in high demand. If you anticipate traveling to an NCAA championship and need rental cars or buses, we highly recommend that you reserve your equipment early.**

4. **For Individual-Team Sports.** When institutions are required to travel by ground transportation to the site of competition or are eligible for reimbursement at the site, reimbursement will be provided at a rate of 57 cents per mile, per eligible traveler, not the actual cost of ground transportation. Individual-team sports are not required to use STM Driven.

When teams competing in individual-team sports are eligible to fly to the competition site, the institutions will be allowed to book travel prior to the official selection announcement. However, should you pre-book and any of your travelers not qualify for reimbursement, your institution will be billed for the cost of those tickets after the championship is completed.

5. **For championships conducted during an institution's vacation period or after the regular academic year**, the travel guarantee applies to the roundtrip cost of a student-athlete's expenses from either their home or campus directly to the championship site. Student-athletes who wish to deviate from this will be required to pay any additional costs to do so. The round-trip rate used to determine additional costs will be based on where the student-athlete begins their trip (i.e. home or campus).

The institution is responsible for any additional expense incurred if a non-athlete who is a member of the official travel party does not travel from campus to the site of competition and back to campus after the championship. The NCAA travel guarantee would apply only to the cost of roundtrip transportation from campus to the site of competition if the non-athlete does not travel from or return to campus.

6. **The NCAA will reimburse the cost of baggage fees for institutions that fly to the site of competition**. While we encourage institutions to take as few bags as possible, a maximum of two bags per allowable traveler, including any oversize and/or overweight fees will be reimbursed. Institutions will have to pay these baggage fees when checking in at the airport and claim them as a miscellaneous expense in the online expense system.

Except for travel related to the men's or women's golf championships, the NCAA will not reimburse any costs for baggage fees or shipping costs for golf clubs. In addition, when traveling by charter, teams will not be permitted to carry golf clubs on the charter aircraft as checked baggage. Any traveler wishing to take golf clubs will be responsible for baggage fees or shipping costs and will need to make those arrangements on their own.

As part of the allowable baggage policy, each team will be allowed one massage/athletic training table. This means an institution may choose to check a massage/athletic training table as one of its two allowable bags per person and the NCAA will reimburse the cost. Any baggage fees for additional massage/athletic training tables will not be reimbursed. For teams traveling by charter, only one massage/athletic training table per team, per gender will be allowed on the aircraft. Any institution wishing to take additional massage/athletic training tables will need to ship those at their own cost.

Sideline heaters and/or associated propane tanks will not be allowed on NCAA charter aircraft. The host institution will be responsible for providing heaters to all visiting teams (if necessary). NCAA will not reimburse the cost for a visiting team to ship their own heaters. Please see your championship manuals for further information.

7. **The NCAA does not cover any costs related to seat fees charged by commercial airlines**. This includes, but is not limited to, charges for priority boarding, pre-assigned seats, premium seats, etc. Any institution who chooses to purchase these services does so at their own expense.
8. **If reasonable commercial flight options are not available**, charter options will be pursued by Short's Travel. The NCAA director of travel has the final authority to determine if a commercial flight option is reasonable. If a reasonable commercial option is available but an institution chooses to fly by charter, the institution will be responsible to reimburse the NCAA for the difference between the commercial flight and the charter flight. Those costs will be disclosed to the institution prior to booking any flight. All charter flights for a team's

participation in an NCAA championship must be arranged through Short's. Please note, charter service to championships is limited. Institutions should be prepared to adjust departure (6 a.m. or earlier) and return time, to book commercial reservations, or to split the traveling party.

If an institution elects to take more travelers than allowed by policy, the institution must pay for additional passengers above the official travel party size. For commercial flights, that cost will be the actual cost charged by the airline. For charter flights, the institution will be charged a maximum of \$350, one way, per additional person.

9. **Any institution which travels by charter is expressly prohibited from advertising the sale of seats on that charter in any form.** This includes email, website, newspaper, television, radio, etc. Advertising seats on a charter changes the designation of the charter in the eyes of the Department of Transportation. Due to time constraints in arranging NCAA charter flights, any charter that is found to have been advertised will be canceled. The team involved will then be required to travel by commercial air and to reimburse the NCAA for any cancellation fees related to the canceled charter.

Institutions that travel by charter are responsible for ensuring all members of their travel party meet the definition of "bona fide member" of their organization, as defined by Title 14 of the Code of Federal Regulations, Part 212.5.

Flight options, both commercial and charter, are limited due to the quick turnaround time of championship travel and the seasonality of NCAA championships. Institutions that fly should be prepared to have connecting flights, split their travel party and depart early in the morning or late in the evening. The NCAA national office travel staff is responsible for making the determination of what should be considered reasonable options for the official travel party.

10. **Neither host institutions nor institutions located within 25 miles of the competition site are eligible for any transportation reimbursement.** Host institutions that host at an off-campus venue more than 50 miles from campus will be treated as a traveling team and will be reimbursed per diem and ground transportation per normal travel policies.

#### **PER DIEM POLICIES**

1. Per diem rates can be found in the **Appendix**.
2. Per diem is meant to help cover hotel, meals, parking and any other incidental expenses.
3. **For team sports**, per diem will be paid as described here, for all members of the official travel party. Official travel party numbers, as well as any exceptions, will be noted in the **Appendix**.
  - a. For preliminary rounds (including men's and women's tennis), when participating teams are hosting, the team will receive \$40 per day for each member of the official travel party for each day of competition.

- b. For the finals round, when participating teams are hosting, standard per diem days include:
    - i. One-half day for each day the institution competes, if **either** dining facilities or residence halls are open; or
    - ii. One day for each day a team competes and each day between competition, if **both** dining facilities and residence halls are closed. Please note this only applies when multiple rounds are held at the same site, i.e. first/second rounds played on Friday and Sunday, Saturday is the day between and would be paid.
  - c. For all rounds, when participating teams are not hosting, standard per diem days include:
    - i. One day for the day prior to the competition, if travel occurred on or before that day.
    - ii. One day for each day a team competes.
    - iii. One day for each day between competition. Please note this only applies when multiple rounds are held at the same site, i.e. first/second rounds played on Friday and Sunday, Saturday is the day between and would be paid.
    - iv. One-half day for the day after competition, if travel occurred on that day.
  - d. When participating teams are not hosting, but their campus is located within 25 miles of the competition site, that team will be paid the same per diem as a host team in the finals round (see 3b).
4. **For individual sports**, per diem will be provided for all qualifying student-athletes and the allowable number of non-athletes. The **Appendix** includes the formula for determining the allowable number of non-athletes by sport as well as the number of per diem days paid.
  5. Requests for additional per diem beyond what is described above should be requested through the online expense system. Requests should be made prior to travel and are only granted when transportation arrangements cause added travel days.

## CONTACT INFORMATION

If you have any questions regarding these policies, or need additional information, please contact the following:

### NCAA Travel Department

Phone: 317-917-6757

Email: [travel@ncaa.org](mailto:travel@ncaa.org)

Expense System: [travel.ncaa.org](http://travel.ncaa.org)

\* Melissa Piening – Director of Travel,

Meetings and Events

\* Carol Roland – Assistant Director of

Travel Management

\* Jennifer Mervar – Assistant Director of

Travel, Meetings and Events

### Short's Travel (AIR)

Phone: 866-655-9215

Email: [ncaaalo@shortstravel.com](mailto:ncaaalo@shortstravel.com)

Portal: [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps)

\* Kris Fratzke – Account Executive

\* Brenda Hager – Operations Manager

### STM Driven (BUS)

Phone: 844-814-3939

Email: [ncaachamps@stmdriven.com](mailto:ncaachamps@stmdriven.com)

Portal: [www.shortstravel.com/ncaachamps](http://www.shortstravel.com/ncaachamps)

## APPENDIX- DIVISION III CHAMPIONSHIPS

### TEAM SPORTS

SPORT	TRAVEL PARTY SIZE	MAX TEAM SIZE	PER DIEM RATE	PER DIEM	GROUND TRANSPORTATION
<b>FALL SPORTS</b>					
Field Hockey	29	24	\$95	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
Football	68	58	\$95	Standard team per diem- 2 days prior for finals round only	2 buses/Reimbursed \$1,500 per day per bus/Must use STM Driven for airport to site travel
M Soccer	29	24	\$95	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
W Soccer	29	24	\$95	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
W Volleyball	22	17	\$95	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
<b>WINTER SPORTS</b>					
M Basketball	20	15	\$100	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
W Basketball	20	15	\$100	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
M Ice Hockey	28	23	\$100	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
W Ice Hockey	28	23	\$100	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
<b>SPRING SPORTS</b>					
Baseball	30	25	\$100	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
M Lacrosse	37	32	\$100	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
W Lacrosse	37	32	\$100	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
Rowing	26	21	\$100	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
Softball	25	20	\$100	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
Men's Volleyball	22	17	\$100	Standard team per diem	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel

Host teams will receive \$40 per day for each member of the official travel party for each day of competition.



## APPENDIX- DIVISION III CHAMPIONSHIPS

### INDIVIDUAL-TEAM SPORTS

SPORT	ALLOWABLE NON-ATHLETES	MAX TEAM SIZE	PER DIEM RATE	PER DIEM	GROUND TRANSPORTATION
<b>FALL SPORTS</b>					
M Cross Country	2 NA teams, 1 NA for 1-5 ind	8	\$95	3 days for all eligible travelers	57 cents per mile per person
W Cross Country	2 NA teams, 1 NA for 1-5 ind	8	\$95	3 days for all eligible travelers	57 cents per mile per person
<b>WINTER SPORTS</b>					
M Indoor Track	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+	N/A	\$100	4 days for all eligible travelers	57 cents per mile per person
W Indoor Track	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+	N/A	\$100	4 days for all eligible travelers	57 cents per mile per person
M Swimming	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+ (1+divers = 1 NA)	18 no divers 20 with divers	\$100	5 days for all eligible travelers	57 cents per mile per person
W Swimming	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+ (1+divers = 1 NA)	18 no divers 20 with divers	\$100	5 days for all eligible travelers	57 cents per mile per person
Wrestling	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+	N/A	\$100	4 days for all eligible travelers	57 cents per mile per person
<b>SPRING SPORTS</b>					
M Golf	2 NA teams and individuals	5	\$100	6 days for all eligible travelers	57 cents per mile per person
W Golf	2 NA teams and individuals	5	\$100	6 days for all eligible travelers	57 cents per mile per person
M Tennis*	2 NA per team, 1 NA for 1-5 ind	9	\$100	3.5 days (regionals) 4.5 days (finals) for all eligible travelers	57 cents per mile per person-regionals and finals
W Tennis*	2 NA per team, 1 NA for 1-5 ind	9	\$100	3.5 days (regionals) 4.5 days (finals) for all eligible travelers	57 cents per mile per person-regionals and finals
M Outdoor Track	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+	N/A	\$100	5 days for all eligible travelers	57 cents per mile per person
W Outdoor Track	1 NA for 1-5 ind, 2 NA for 6-10 ind, 3 NA for 11-15 ind and 4 NA 16+	N/A	\$100	5 days for all eligible travelers	57 cents per mile per person

**NA=Non-Athlete Ind=Student-Athlete**

\*Men's and Women's Tennis only – Host teams will receive \$40 per day for each member of the official travel party for each day of competition.