

**DIVISION II CHAMPIONSHIPS TRANSPORTATION AND PER DIEM POLICIES**  
*(updated 10/19/23)*

## INTRODUCTION

During this academic year, 90 NCAA championships (along with the NIT and WBIT) will be held in locations across the United States. The NCAA will spend more than \$100 million to transport student-athletes, teams, officials and support personnel to and from their destinations.

To help manage post-season travel operations and 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, 866-655-9215, or by email, [ncaaalo@shortstravel.com](mailto:ncaaalo@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 within 45 days of the last day of the championship in order to receive reimbursement. You will log into TES using your individual NCAA MyApps login information.
- Airline Reservations and Tickets. All airline reservations must be made through the NCAA Championships Division of Short's Travel to receive the NCAA guarantee for air travel. Airline

reservations must match the name exactly as it appears on the government-issued 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 Short's 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 government-issued 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 that all of their official travel party can adhere to all policies and/or determine alternatives, if following additional guidelines cannot 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. The NCAA Travel Expense System Mileage Calculator will be used to determine distance between campus to campus or the site of competition (if held off campus). If hosted on campus, mileage will be calculated to the campus. If hosted off campus, then mileage will be run to the venue. The institution IPEDs address, in the Membership Directory, will be used to calculate mileage.
2. 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](#).
3. 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 the 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.

4. **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 drastically exceeds the daily allotment, an exception may be requested.

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

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](#). In the event a team travels to a location where the daily rate drastically exceeds the daily allotment, an exception may be requested.

**The NCAA has an 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. The NCAA will pay for arrival airport to site of competition, interim days of service as well as the return trip to the airport. Institutions can contact STM Driven at **844-814-3939**. 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 onsite bus driver hotel expenses are incurred, this expense can be filed online through the Travel Expense System as miscellaneous ground transportation and a receipt will be required.

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

**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.**

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

5. **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.

In order to assist with ground transportation costs at the site of competition, institutions will be reimbursed \$25 per eligible traveler for each day of per diem received. For example, if a team has five eligible travelers who receive 3.5 days of per diem, that team will also receive \$437.50 towards ground transportation costs. This amount represents five travelers multiplied by \$25 per day multiplied by 3.5 per diem days.

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.

Local transportation must be paid for by the institution. Transportation between the team's hotel and the competition or practice site is considered local transportation. If a competition site is located outside the metropolitan area of an airport (more than 25 miles one way) reimbursement may be claimed, as described above. If the competition site is within 25 miles one way, any transportation costs are the responsibility of the institution.

In addition, host institutions, or institutions within 25 miles one way of the competition site, are considered a host by proximity and are not eligible for ground transportation reimbursement.

6. **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.

7. **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 allowed 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 or buses. The host institution will be responsible for providing heaters to all visiting teams (if necessary). The NCAA will not reimburse the cost for a visiting team to ship their own heaters. Please see your championship manuals for further information.

8. **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.
9. **If reasonable commercial flight options are not available,** charter options will be pursued.

**Reasonable flight options include:**

- Splitting the NCAA-paid travel party, try to split NCAA-paid travel party no more than three groups.
- Connecting flights.
- Hub rule - driving up to 200 miles to an airport on either/both ends of the trip.
- Adjusting the desired departure/arrival time to include early morning or late evening flights.

The NCAA director of travel has the final authority to determine if a commercial flight option is reasonable. When a flight option starts to include three or more of the above-mentioned, reasonable flight options, then an NCAA-paid charter may be considered.

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 their departure (6 a.m. or earlier) and return time, to book commercial reservations, or to split the travel 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.

10. **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.

11. **Neither host institutions nor institutions located within 25 miles of the competition site are eligible for any transportation reimbursement.** Host institutions that are hosting at an off-campus venue more than 25 miles one way 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. 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.
  - b. 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 reimbursement for the day between competition 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. When participating teams are not hosting, but their campus is located within 25 miles of the competition site, that team will be paid per diem as if they were the host institution (host by proximity). In addition, the team will not be eligible for transportation reimbursement.
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.

## MISCELLANEOUS

1. **For women's rowing only: boat mileage.** In addition to reimbursing members of the official traveling party, expenses for transporting boats to and from the competition site will be reimbursed by the Association. The reimbursement rate is 74 cents per mile for an institution's own boat. If an institution also transports another institution's boats, the rate is 18 cents per mile for each additional boat, not to exceed \$1.42 per mile. The driver of the boat trailer shall not receive a per diem unless he/she is a part of the institution's official travel party of 31. Institutions requesting reimbursement for transporting boats must obtain prior approval from the committee for their method of transportation.

## 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
- \* Tiffany Howard – Associate Director
- \* Carol Roland – Assistant Director

### **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 II CHAMPIONSHIPS

### TEAM SPORTS

SPORT	TRAVEL PARTY SIZE	MAX TEAM SIZE	PER DIEM RATE	PER DIEM	GROUND TRANSPORTATION*
<b>FALL SPORTS</b>					
Field Hockey	30	24	\$115	Standard team per diem - 2 days prior for finals round only	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
Football Prelim Rounds	70	58	\$115	Standard team per diem	2 buses/Reimbursed \$1,500 per day per bus/Must use STM Driven for airport to site travel
Football Semi-Finals and Finals	80	58	\$115	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	28	24	\$115	Standard team per diem - 2 days prior for finals round only	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
W Soccer	28	24	\$115	Standard team per diem - 2 days prior for finals round only	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
W Volleyball	21	17	\$115	Standard team per diem - 2 days prior for finals round only	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
<b>WINTER SPORTS</b>					
M Basketball	20	15	\$115	Standard team per diem; 2 days prior for finals round only	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
W Basketball	20	15	\$115	Standard team per diem; final two teams in DAL paid like DI	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
<b>SPRING SPORTS</b>					
Baseball	29	25	\$115	Standard team per diem - 2 days prior for finals round only	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
M Lacrosse	34	32	\$115	Standard team per diem - 2 days prior for finals round only	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
W Lacrosse	30	28	\$115	Standard team per diem - 2 days prior for finals round only	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
Rowing	21	16	\$115	Standard team per diem - 2 days prior for finals round only	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel
Softball	26	20	\$115	Standard team per diem - 2 days prior for finals round only	1 bus/Reimbursed \$1,500 per day/Must use STM Driven for airport to site travel

\*Must meet mileage requirements

\*\*Spring Festival- MTE, WTE, MGO, WGO, WLAX and WSB will be paid per diem from opening to closing ceremonies if onsite during that time.

## APPENDIX – DIVISION II 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	1 NA for 1-4 ind, 2 NA for 5 +	7	\$115	2.5 days for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day
W Cross Country	1 NA for 1-4 ind, 2 NA for 5 +	7	\$115	2.5 days for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day
<b>WINTER SPORTS</b>					
M Indoor Track	1 NA for 1-4 ind, 2 NA for 5 +	N/A	\$115	3.5 days for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day
W Indoor Track	1 NA for 1-4 ind, 2 NA for 5 +	N/A	\$115	3.5 days for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day
M Swimming	1 NA for 1-4 ind, 2 NA for 5 +	18 no divers 20 with divers	\$115	5 days for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day
W Swimming	1 NA for 1-4 ind, 2 NA for 5 +	18 no divers 20 with divers	\$115	5 days for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day
Wrestling	1 NA for 1-4 ind, 2 NA for 5 +	N/A	\$115	3.5 days for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day
<b>SPRING SPORTS</b>					
M Golf Regionals	2 NA per team, 1 NA for 1-3 ind	5	\$115	Standard team per diem for all eligible travelers	No transportation paid
M Golf Finals	2 NA per team, 1 NA for 1-3 ind	6	\$115	Standard team per diem for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day
W Golf Regionals	2 NA per team, 1 NA for 1-3 ind	5	\$115	Standard team per diem for all eligible travelers	No transportation paid
W Golf Finals	2 NA per team, 1 NA for 1-3 ind	6	\$115	Standard team per diem for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day
M Tennis	2 NA per team	9	\$115	3 days (regionals); paid rest day between quarterfinal and semifinal rounds; 5 days (finals) for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day
W Tennis	2 NA per team	9	\$115	3 days (regionals); paid rest day between quarterfinal and semifinal rounds; 5 days (finals) for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day
M Outdoor Track	1 NA for 1-4 ind, 2 NA for 5 +	N/A	\$115	4 days for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day
W Outdoor Track	1 NA for 1-4 ind, 2 NA for 5 +	N/A	\$115	4 days for all eligible travelers	57 cents per mile per person +local transportation \$25/traveler/day

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