2026-27 DIVISION I CHAMPIONSHIPS TRANSPORTATION AND PER DIEM POLICY

INTRODUCTION

During this academic year, more than 90 NCAA championships (along with invitational tournaments) 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.

In addition, the NCAA has an agreement with Anthony Travel, a division of On Location, 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 Anthony Travel, a division of On Location, for all onsite charter bus needs when a FLY to the championship. Anthony Travel can be reached by phone at 214-970-5566 or by email at ncaaground@anthonytravel.com.

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

- NCAA Championship 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 November 12, 2024, to their director of athletics. Before selections, and as early as mid-October, team administrators should go online to www.shortstravel.com/ncaachamps and submit a tentative travel party list.

- Championships Ground Travel. Anthony Travel, a division of On Location, coordinates onsite ground transportation for team sports that fly to NCAA championships. Anthony Travel, a division of On Location, can be reached by phone at 214-970-5566 or ncaaground@anthonytravel.com.

- 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. All competing institutions must request reimbursement through the TES system within 45 days of the conclusion of the championship in order to receive

reimbursement. You will log in to TES using your individual NCAA MyApps login credentials.

- 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 completed 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.**

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.

2. For Division I, National Collegiate, and invitational tournaments, any team that is located less than **400 miles** from the site of competition will be eligible for ground reimbursement. This includes Division I men's and women's basketball first four and first/second rounds.

   For Division I men's and women's basketball, regionals and finals rounds (excluding the invitational tournaments), any team located less than **350 miles** from the site of competition will be eligible for ground reimbursement. **350 miles or more** are eligible for a flight. 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 use 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. Institutions should request flight quotes from Short's prior to travel and attach flight quote(s) to their travel expense reports prior to submission. 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. It is the school's responsibility to procure a bus that meets the NCAA Ground Transportation Safety Standards. In the event a team's standard charter bus drastically exceeds the NCAA daily rate, institutions may claim additional cost as a miscellaneous expense via their expense report.

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

   If campus is 25 miles or more from the home-side airport, the NCAA will pay $750.00 both on departure and on return to help offset the cost of the bus transfer day. In the event a team's standard charter bus drastically exceeds the NCAA daily rate, institutions may claim additional cost as a miscellaneous expense via their expense report. It is the school's responsibility to procure a bus that meets the 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.

The NCAA has an agreement with Anthony Travel, a division of On Location, to provide onsite ground transportation for all FLY teams to NCAA championships.

All transportation onsite at the championship must be booked through Anthony Travel, a division of On Location. 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 Anthony Travel, a division of On Location, at **214-970-5566 or ncaaground@anthonytravel.com**.

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 not reimbursable.

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

If a team that is a fly decides not to use Anthony Travel, a division of On Location's, held bus equipment, the team will be billed back for any cancellation or non-use fees.

If a team requests a deviation to their trip during championship travel (extra travel days before or after competition, personal day trips or tour trips), this is typically permitted by the bus company provided the driver can legally accommodate the requested trip within DOT regulations. For Anthony Travel, a division of On Location's, trips, you will need to check with your Anthony Travel, a division of On Location, travel coordinator to confirm the deviation is allowable and the institution will be billed back for any additional cost incurred

for these deviations. For campus-to-campus trips booked by the institution and not using Anthony Travel, a division of On Location, you will need to check with bus company to request a deviation. NCAA will not reimburse any costs associated with that deviation.

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.

5. **For Individual-Team Sports**. When institutions must 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 Anthony Travel, a division of On Location.

   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.

   For arrival and departure days, 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 supplying 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.

Any baggage or equipment left on buses requiring shipment will be shipped at the participating institutions' expense.

Institutions should have extra food and beverages shipped to the championship site to maximize space under the aircraft for bags and equipment.

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 choosing to purchase these services does so at their own expense.

9. **The NCAA does not cover any costs related to noncompliant fees charged by TSA or DHS.** Effective February 1, 2026, any traveler who flies without a REAL ID will be subject to a fee imposed by the Transportation Security Administration (TSA) and Homeland Security. The NCAA will not reimburse any fee under any circumstances; responsibility for payment rests solely with the institution or the individual traveler.

10. **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 into 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 for reimbursing 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.

11. **To ensure timely travel arrangements, commercial flights, charter flights, charter upgrades, and split travel party decisions must be confirmed and ticketed within two hours after the agent provides options.** Institutional selections must be communicated to the agent within the same two-hour window. Institutions must select and confirm commercial flights, charter upgrades, and split travel party decisions within two hours of receiving options from the travel agent. Options received after 10 p.m. EST must be selected by 9 a.m. EST the following day.

12. **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 $500, one way, per additional person.

13. **Any institution that travels by charter is expressly prohibited from advertising the sale of seats on that charter in any form**. This includes email, websites, newspapers, 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 cancelation 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.

14. Institutions traveling by charter must provide any manifest changes to Short's Travel no less than six hours prior to scheduled departure time.

15. Football teams that fly to the site of competition, with kickoff at or after 3 p.m. local time, should plan for a next-day air charter departure.

16. **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**.

   Recognizing that there are some cities where costs are significantly higher, a high-cost city rate will be in effect for the cities listed below. The **Appendix** will include both the regular rate as well as the high-cost city rate, applicable to these 18 cities:

Anaheim (CA)	Boston	Chicago	Denver
Hartford (CT)	Honolulu	Las Vegas	Los Angeles
Miami (FL)	New York (all boroughs)	Oakland (CA)	Portland (OR)
San Francisco	San Jose (CA)	Santa Barbara (CA)	Seattle
Washington, D.C.	White Plains (NY)		

   In addition to the cities mentioned above, the high-cost city footprint has expanded to include additional zip codes. The expansion includes competition sites located within 25 miles of zip codes associated with the high-cost cities. The mileage calculation will be determined by the Travel Expense System (TES) mileage calculator. The high-cost city model is evaluated every three years, and the current model has been approved through spring of 2028.

2. Per diem is meant to help cover hotel, meals, parking and any other incidental expenses.

3. Institutions will not be reimbursed for student-athletes that qualify but do not compete during the championship. Alternate student-athletes that attend championships will not receive reimbursement as they are not a member of the official travel party.

4. For lodging, teams are required to utilize the contracted hotels for the post-season championship. For individual sports, use of contracted hotels is mandatory when specified in the relevant championship manual. Should a team or individual not stay at the designated hotels a financial penalty will be assessed.

5. **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 at initial round(s) of competition 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 following the initial round(s) of competition through the remaining preliminary and final rounds, are not hosting, standard per diem days include:
   i. Two days for the two days prior to the competition, if travel occurred on or before those days.
   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.

c. 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.

d. 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.

e. Invitational basketball tournaments preliminary round hosts do not receive per diem.

6. **For Individual Sports**, per diem will be provided for all qualifying student-athletes that compete and the allowable number of non-athletes. Qualifying student-athletes that do not compete and alternate student-athletes that travel are not eligible for per diem reimbursement. 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.

7. Requests for additional per diem beyond what is described above should be requested through the online travel expense system (TES). Requests should be made **PRIOR** to travel and are only granted when transportation arrangements cause added travel days.

8. **For men's and women's basketball only**: To receive full reimbursement for transportation and per diem, each institution's official travel party must include:

29 band members	1 band director
12 spirit	1 spirit coach
1 mascot	

If the travel party does not include these 44 travelers, the institution shall receive per diem and transportation expenses for the actual number of band members, spirit, and mascot who attend. Institutions will not receive per diem for "rented bands." Men's and women's basketball institutions do not need to submit exception requests for official travel party members; reimbursements will be based on actual travel booked by the NCAA.

9. **For women's volleyball finals round only**: To receive full reimbursement for transportation and per diem, each institution's official travel party must include:

29 band members	1 band director
12 spirit	1 spirit coach
1 mascot	

If the travel party does not include these 44 travelers, the institution shall receive per diem and transportation expenses for the actual number of band members, spirit, and mascot who attend. Institutions will not receive per diem for "rented bands."

MISCELLANEOUS

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 more information, please contact the following:

NCAA Travel Department
Phone: 317-917-6757
Email: travel@ncaa.org
Expense System: travel.ncaa.org
*Melissa Piening – Director
*Tiffany Howard – Associate Director
*Rasheda Spratley –Assistant Director
*Carol Roland – Assistant Director

Short's Travel (AIR)
Phone: 866-655-9215
Email: ncaaalo@shortstravel.com
Portal: www.shortstravel.com/ncaachamps
*Alex Johnson – Account Executive
*Angela Kozak – Operations Manager
*Amanda Koelker – Senior Director

Anthony Travel, a division of On Location (BUS)
Phone: 214-970-5566
Email:ncaaground@anthonytravel.com
*Danielle Tyler – Director

APPENDIX – DIVISION I CHAMPIONSHIPS

TEAM SPORTS

SPORT	TRAVEL PARTY SIZE	PER DIEM RATE R/HC*	PER DIEM	GROUND TRANSPORTATION**
FALL SPORTS				
Field Hockey Open/1st/ 2nd	30	$222/$325	Standard team per diem	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
Field Hockey Semis/Finals	30	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
Football (FCS) 1st	130	$222/$325	Standard team per diem	Drive 6,000/per diem day. FLY 3,000 campus to departing airport. Fly onsite MUST use AT/OnLoc - 4 buses.
Football (FCS) 2nd/QF/Semis	130	$222/$325	Standard team per diem - 2 days prior	Drive 6,000/per diem day. FLY 3,000 campus to departing airport. Fly onsite MUST use AT/OnLoc - 4 buses.
Football (FCS) Finals	145	$262/$375	Standard per diem (2.5 days prior for finals round)	Drive 6,000/per diem day. FLY 3,000 campus to departing airport. Fly onsite MUST use AT/OnLoc - 4 buses
M Soccer 1st	30	$222/$325	Standard team per diem	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
M Soccer 2nd/3rd/QF	30	$222/$325	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
M Soccer Semis/Finals	30	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Soccer 1st	30	$222/$325	Standard team per diem	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Soccer 2nd/3rd/QF	30	$222/$325	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Soccer Semis/Finals	30	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Volleyball 1st/ 2nd	24	$222/$325	Standard team per diem (1 extra day at regionals as a rest day)	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Volleyball Regionals	24	$222/$325	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Volleyball Semis/Finals	68	$262/$375	Standard team per diem – 2 days prior (+44 band, spirit, mascot for finals)	Drive 3,000/per diem day. Fly 1,500 campus to departing airport. Fly onsite MUST use AT/OnLoc - 2 buses
M Water Polo Finals	24	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
WINTER SPORTS				
M Basketball Open/1st/ 2nd	75	$222/$325	Standard team per diem	Drive 3,000/per diem day. FLY 1,500 campus to departing airport. Fly onsite MUST use AT/OnLoc – 2 buses
M Basketball Regionals	75	$242/$345	Standard team per diem - 2 days prior	Drive 3,000/per diem day. FLY 1,500 campus to departing airport. Fly onsite MUST use AT/OnLoc – 2 buses
M Basketball Final Four	100	$282/$395	Standard team per diem - 2 days prior. Teams that lose in semis receive 6 days	Drive 4,500/per diem day. FLY 2,250 campus to departing airport. Fly onsite MUST use AT/OnLoc - 3 buses
W Basketball Open/1st/ 2nd Hosts	52	$222/$325	Standard host per diem	No transportation provided
W Basketball Open/1st/ 2nd Visiting Teams	75	$222/$325	Standard team per diem	Drive 3,000/per diem day. FLY 1,500 campus to departing airport. Fly onsite MUST use AT/OnLoc – 2 buses

SPORT	TRAVEL PARTY SIZE	PER DIEM RATE R/HC*	PER DIEM	GROUND TRANSPORTATION**
W Basketball - Regionals	75	$242/$345	Standard team per diem - 2 days prior	Drive 3,000/per diem day. FLY 1,500 campus to departing airport. Fly onsite MUST use AT/OnLoc - 2 buses
W Basketball - Final Four	100	$282/$395	Standard team per diem - 2 days prior. Teams that lose in semis receive 4 days	Drive 4,500/per diem day. FLY 2,250 campus to departing airport. Fly onsite MUST use AT/OnLoc - 3 buses
W Bowling Finals	14	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. AT/OnLoc bus use not required.
M Ice Hockey Regionals	37	$222/$325	Standard team per diem	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
M Ice Hockey Semis/Finals	37	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Ice Hockey Regionals	37	$222/$325	Standard team per diem	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Ice Hockey Semis/Finals	37	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
WBIT 1st	25	$222/$325	Standard team per diem (for traveling teams only)	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus (for traveling teams only).
WBIT 2nd	25	$222/$325	Standard team per diem - 2 days prior (for traveling teams only)	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus (for traveling teamsonly).
WBIT QF	30	$222/$325	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus (for traveling teams only).
WBIT Finals	30	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
NIT 1st	25	$222/$325	Standard team per diem (for traveling teams only)	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
NIT 2nd	25	$222/$325	Standard team per diem - 2 days prior (for traveling teams only)	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
NIT Quarterfinals	30	$222/$325	Standard team per diem - 2 days prior (for traveling teams only)	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
NIT Semifinals	30	$262/$375	Standard team per diem - 2 days prior (for traveling teams only)	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
NIT Finals	30	$282/$395	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus

SPRING SPORTS

Acrobatics and Tumbling Finals	30	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
Baseball Regional	37	$222/$325	Standard team per diem	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
Baseball Super Regional	37	$222/$325	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
Baseball Finals	37	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus

SPORT	TRAVEL PARTY SIZE	PER DIEM RATE R/HC*	PER DIEM	GROUND TRANSPORTATION**
M Lacrosse Open/1st	42	$222/$325	Standard team per diem	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
M Lacrosse Quarterfinals	42	$222/$325	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
M Lacrosse Semi/Finals	42	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Lacrosse 1st/2nd	42	$222/$325	Standard team per diem	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Lacrosse Quarterfinals	42	$222/$325	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Lacrosse Semi/Finals	42	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
Rowing Finals	31	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
Softball Regionals	32	$222/$325	Standard team per diem	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
Softball Super Regionals	32	$222/$325	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
Softball Finals	32	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
Stunt Finals	35	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
M Tennis Super Regionals	14	$222/$325	Sup Reg 2.5 days for all eligible travelers	57 cents per mile per person
M Tennis Finals	14	$262/$375	Finals 5.5 days for all eligible travelers	57 cents per mile per person
W Tennis Super Regionals	14	$222/$325	Sup Reg 2.5 days for all eligible travelers	57 cents per mile per person
W Tennis Finals	14	$262/$375	Finals 5.5 days for all eligible travelers	57 cents per mile per person
M Volleyball Regionals	24	$222/$325	Standard team per diem	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
M Volleyball Finals	24	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Beach Volleyball	20	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus
W Water Polo Finals	24	$262/$375	Standard team per diem - 2 days prior	Drive 1,500/per diem day. Fly 750 campus to departing airport. Fly onsite MUST use AT/OnLoc - 1 bus

* **R=Regular HC=High-Cost City**

*Must meet mileage requirements

APPENDIX – DIVISION I CHAMPIONSHIPS

INDIVIDUAL-TEAM SPORTS

SPORT	ALLOWABLE NON-ATHLETES*	MAX TEAM SIZE	PER DIEM RATE R/HC**	PER DIEM	GROUND TRANSPORTATION
FALL SPORTS					
M Cross Country Finals Only	3 NA per team, 1 NA for 1-3 ind, 2 NA for 4-6 ind	11	$262/$375	3.5 days for all eligible travelers for Finals only.	57 cents per mile per person
W Cross Country Finals Only	3 NA per team, 1 NA for 1-3 ind, 2 NA for 4-6 ind	11	$262/$375	3.5 days for all eligible travelers for Finals only.	57 cents per mile per person
M Tennis (S & D) Finals Only	1 NA for 1-3 ind, 2 NA for 4+	N/A	$262/$375	Standard team per diem - 2 days prior	57 cents per mile per person
W Tennis (S & D) Finals Only	1 NA for 1-3 ind, 2 NA for 4+	N/A	$262/$375	Standard team per diem - 2 days prior	57 cents per mile per person
WINTER SPORTS					
Fencing Finals	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3 NA for 7-9 ind, and 5 NA for 10+	N/A	$262/$375	5.5 days for all eligible travelers for Finals only.	57 cents per mile per person
M Gymnastics Finals	5 NA per team, 2 NA for 1-3 ind, 3 NA for 4-6 ind, and 4 NA for 7-9 ind	21	$262/$375	3.5 days for all eligible travelers for Finals only.	57 cents per mile per person
W Gymnastics Finals	5 NA per team, 2 NA for 1-3 ind, 3 NA for 4-6 ind, and 4 NA for 7-9 ind	21	$262/$375	5 and 5.5 days for all eligible travelers for Finals only	57 cents per mile per person
M Indoor Track Finals	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3 NA for 7-9 ind, and 5 NA for 10+	N/A	$262/$375	4 days for all eligible Travelers for Finals only.	57 cents per mile per person
W Indoor Track Finals	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3 NA for 7-9 ind, and 5 NA for 10+	N/A	$262/$375	4 days for all eligible travelers for Finals only.	57 cents per mile per person
Rifle Finals	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3 NA for 7-9 ind, and 5 NA for 10+	N/A	$262/$375	4.5 days for all eligible travelers for Finals only.	57 cents per mile per person
Skiing Finals	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3 NA for 7-9 ind, and 5 NA for 10+	N/A	$262/$375	6.5 days for all eligible travelers for Finals only.	57 cents per mile per person
M Swimming Finals	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3 NA for 7-9 ind, and 5 NA for 10+	18 no divers 19 with divers	$262/$375	5 days for all eligible travelers for Finals only.	57 cents per mile per person
W Swimming Finals	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3 NA for 7-9 ind, and 5 NA for 10+	18 no divers 19 with divers	$262/$375	5 days for all eligible travelers for Finals only.	57 cents per mile per person
M Wrestling Finals	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3 NA for 7-9 ind, and 5 NA for 10+	N/A	$262/$375	5 days for all eligible travelers for Finals only.	57 cents per mile per person
W Wrestling Finals	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3 NA for 7-9 ind, and 5 NA for 10+	N/A	$262/$375	5 days for all eligible travelers for Finals only.	57 cents per mile per person
SPRING SPORTS					
M Golf Finals Only	3 NA per team, 1 NA for 1-3 ind	9	$262/$375	Standard team per diem (5.5, 6.5, 7.5 or 8.5) for all eligible travelers	57 cents per mile per person
W Golf Finals Only	3 NA per team, 1 NA for 1-3 ind	9	$262/$375	Standard team per diem (5.5, 6.5, 7.5 or 8.5) for all eligible travelers	57 cents per mile per person
M Outdoor Track Finals Only	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3 NA for 7-9 ind, and 5 NA for 10+	N/A	$262/$375	5.5 days for all eligible travelers for Finals only.	57 cents per mile per person
W Outdoor Track Finals Only	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3 NA for 7-9 ind, and 5 NA for 10+	N/A	$262/$375	5.5 days for all eligible travelers for Finals only.	57 cents per mile per person

***NA=Non-Athlete Ind=Student-Athlete **R=Regular HC=High-Cost City**