CHAMPIONSHIPS TRAVEL

TES User Guide

Completing championship expense reports and travel exception requests

Use this guide to: Access Championships Travel, create an expense report, enter competition and travel details, report hotel information, add miscellaneous expenses, submit the report, or request a travel exception.

Key deadlines — read first

- File your expense report in TES within **45 days of the last day of the championship** to receive reimbursement.
- Submit any **travel exception request BEFORE travelling** to the championship (see Section 7).

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Expense reimbursement

Expense reimbursement for participation in championships will be filed through the NCAA Travel Expense System (TES). TES can be found online at 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.

Before you begin

☐ NCAA My Apps access and SSO user ID/password

☐ Competition site and team competition dates

☐ Actual championship travel party counts

☐ Travel dates, times, and airports when applicable

☐ Hotel rate, nightly room usage, traveler counts, occupancy, and hotel chain

☐ PDF receipts for miscellaneous expenses when requested

Quick Start

Complete the report in this order. Section numbers match the headings in this guide.

Where	Action	See
My Apps → Championships Travel	Sign in with SSO credentials, then select Create for the championship.	Section 1
Competition Site/Dates	Verify the site and team competition dates; save changes.	Section 2
Travel Details	Confirm traveler counts and enter travel to/from competition.	Section 3
Hotel Information	Enter hotel and occupancy information.	Section 4
Final Calculations	Review calculated expenses and add miscellaneous expenses (as applicable).	Section 5
Submit	Attach required PDF receipts and submit the report.	Section 6

Important—save as you go: Save your progress after completing each section to avoid losing information and having to restart the report.

Need an exception? Submit a travel exception request in Championships Travel before travelling to the championship, then monitor its status. See Section 7.

1 Access Championships Travel

1.1 Open My Apps

Go to www.ncaa.org and select My Apps.

1.2 Sign in

Use the SSO user ID and password. If no SSO account is available through the school, contact your on-campus SSO administrator.

What you'll see: Your My Apps page opens after you sign in.

1.3 Create the report

Select the Championships Travel tab, then select Create for the applicable championship.

What you'll see: The expense report opens for the championship you selected.

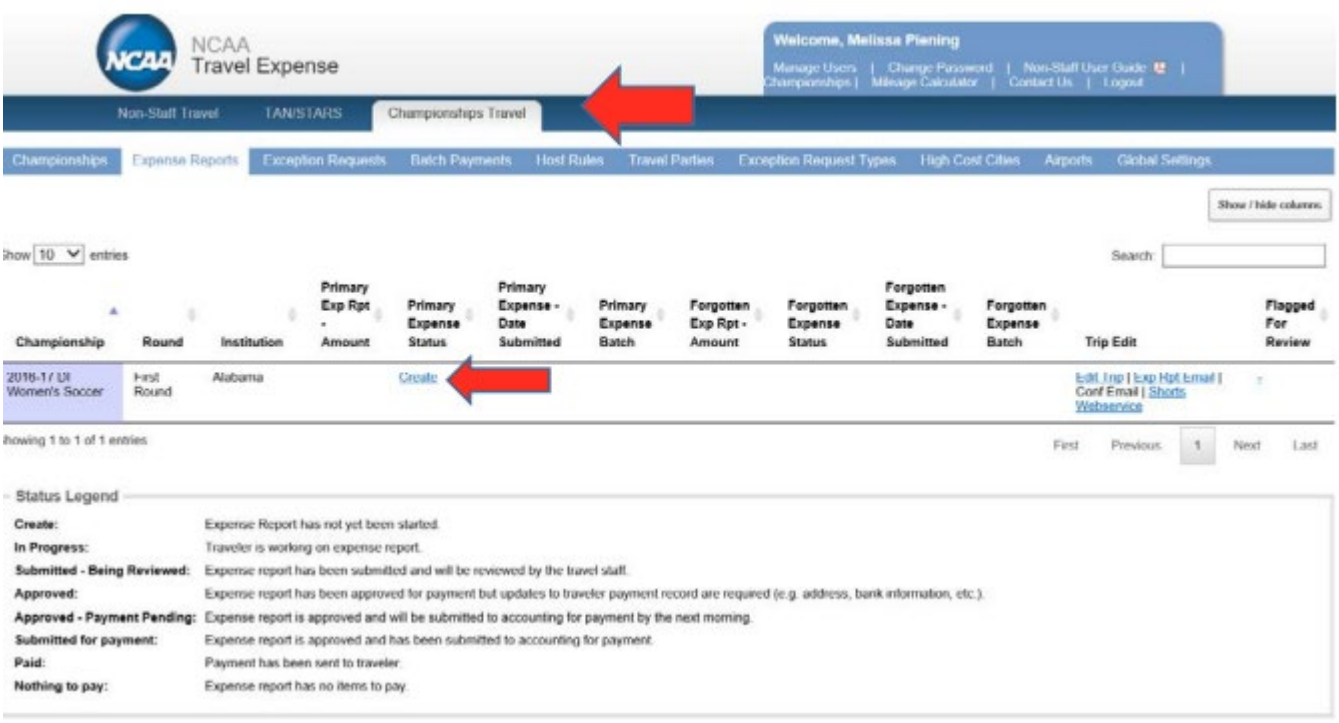


Figure 1. Championships Travel page: select the Championships Travel tab and then Create.

2 Confirm Competition Site and Dates

2.1 Verify the site

On Competition Site/Dates, confirm the competition site. If it is incorrect, select the correct site from the menu.

2.2 Verify competition dates

Select the team competition date or dates, then select Save.

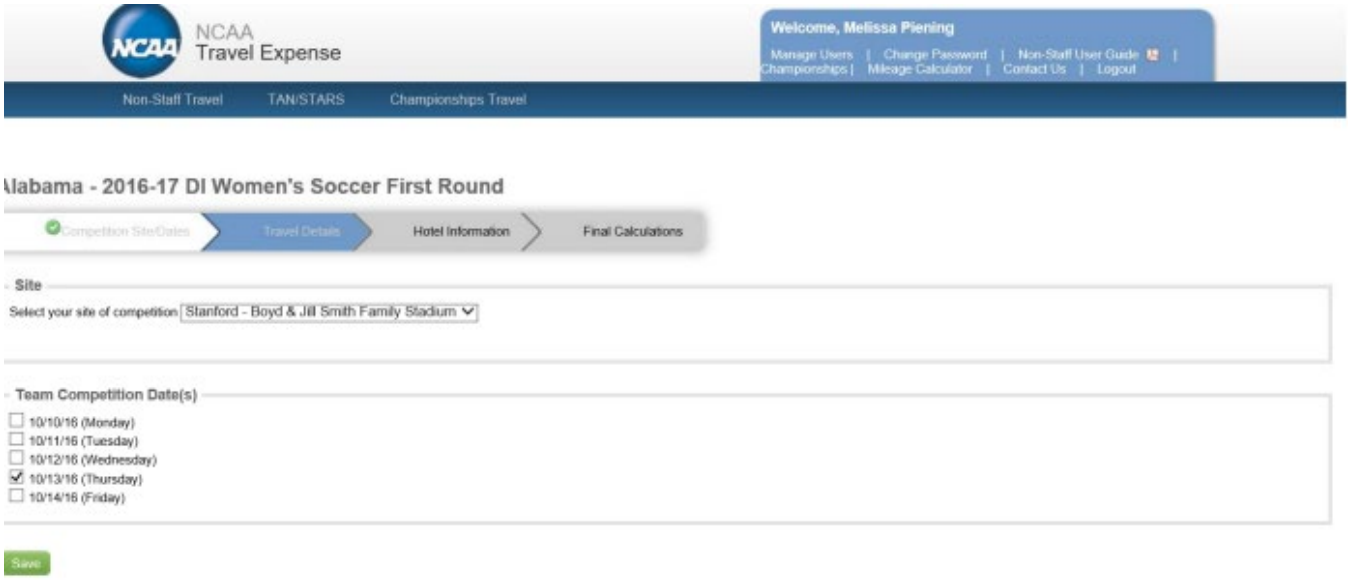


Figure 2. Competition Site/Dates: verify the site and select the applicable team competition dates.

3 Enter Travel Party and Transportation Details

3.1 Review traveler counts

Select Travel Details. TES displays the approved student-athlete and non-student-athlete counts. If fewer travelers participated, adjust the applicable count downward.

What you'll see: The approved student-athlete and non-student-athlete counts appear, reflecting any reduction you made.

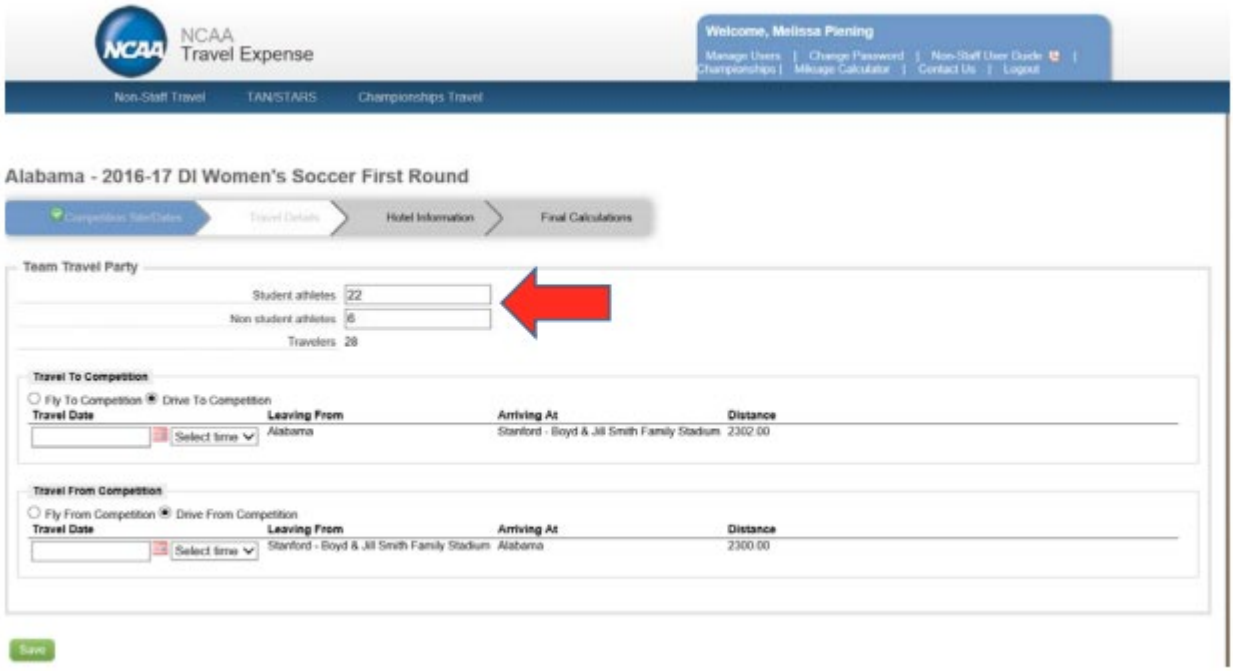


Figure 3. Travel Details: review and, when applicable, reduce the displayed traveler counts.

3.2 Enter travel to competition

If the departure details do not prepopulate, select Fly To Competition or Drive To Competition. Enter the date and time and, if applicable, the airports. If prepopulated, confirm the information listed is correct.

3.3 Enter travel from competition

If the return details do not prepopulate, select Fly From Competition or Drive From Competition. Enter the date and time and, if applicable, the airports. If prepopulated, confirm the information listed is correct.

What you'll see: The travel to and from competition details appear on the page, either prepopulated or as you entered them.

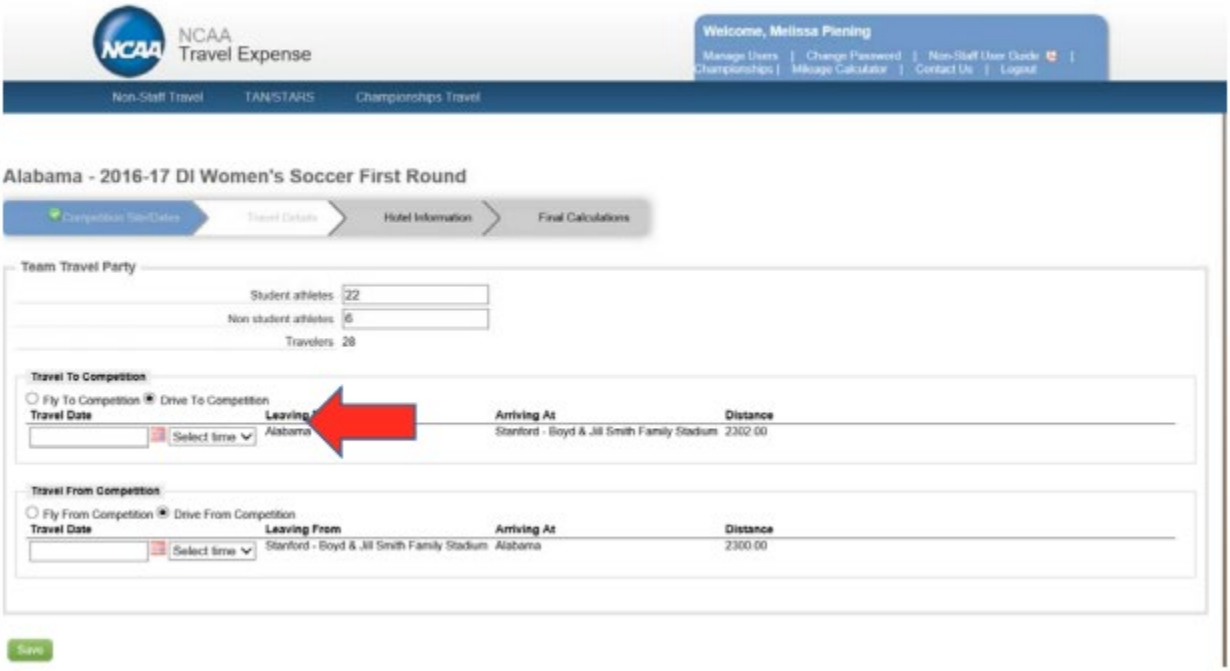


Figure 4. Travel to/from Competition: enter transportation method, date, time, and airports when applicable.

3.4 Save and continue

Select Save, then select Hotel Information.

What you'll see: A confirmation message appears after you select Save, and the Hotel Information page opens.

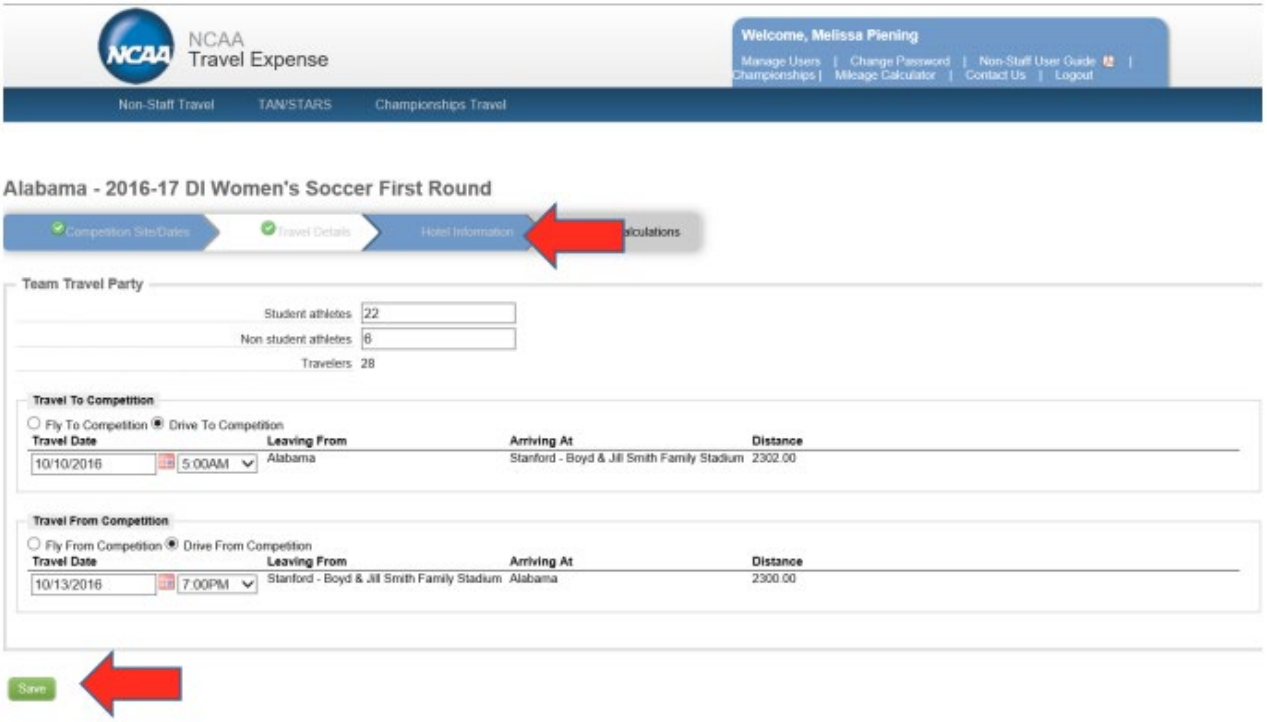


Figure 5. After completing travel details, select Save and continue to Hotel Information.

4 Enter Hotel Information

4.1 Complete the hotel fields

Enter the hotel room rate, number of rooms used each night, total student-athlete travelers, total non-athlete travelers, and number of student-athletes per room. Use actual numbers when applicable. Select the hotel chain from the menu.

4.2 Save and continue

Select Save, then select Final Calculations.

What you'll see: A confirmation message appears after you select Save, and the Final Calculations page opens.

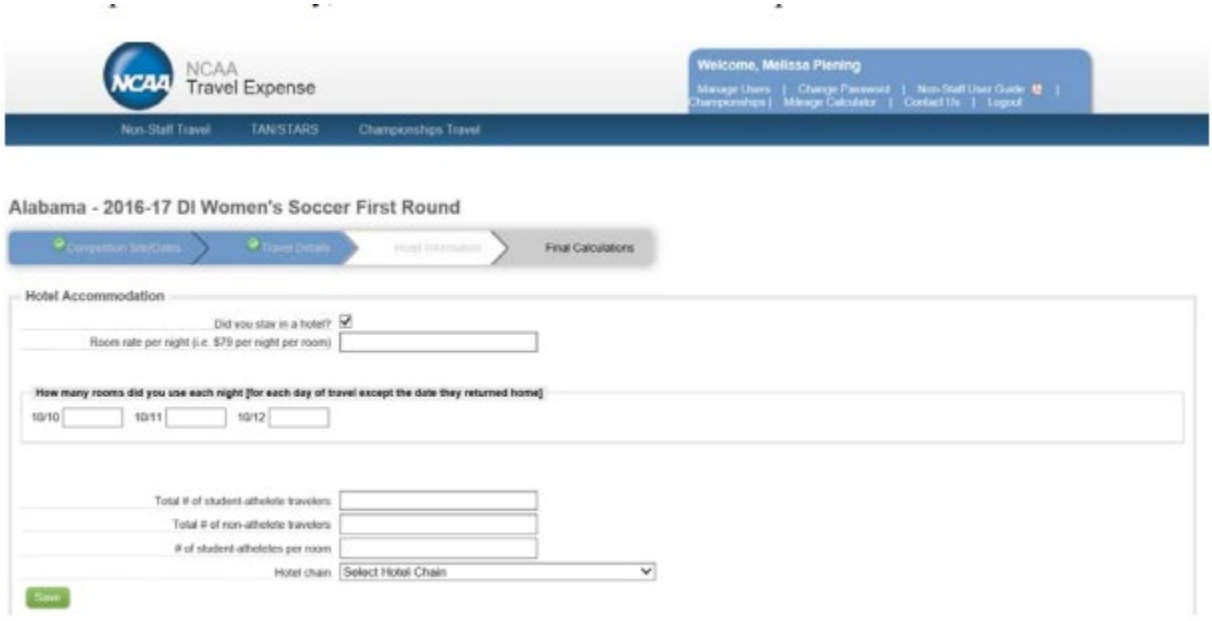


Figure 6. Hotel Information: complete room, traveler, occupancy, and hotel-chain fields.

5 Review Final Calculations

5.1 Review calculated expenses

Calculated Expenses provide a summary of the expense report.

What you'll see: A summary of the calculated expenses appears.

5.2 Add a miscellaneous expense

To add an expense such as baggage fees, use the menu under Miscellaneous Expenses and select the expense type.

What you'll see: The expense type you select is added under Miscellaneous Expenses, with fields for the amount and notes.

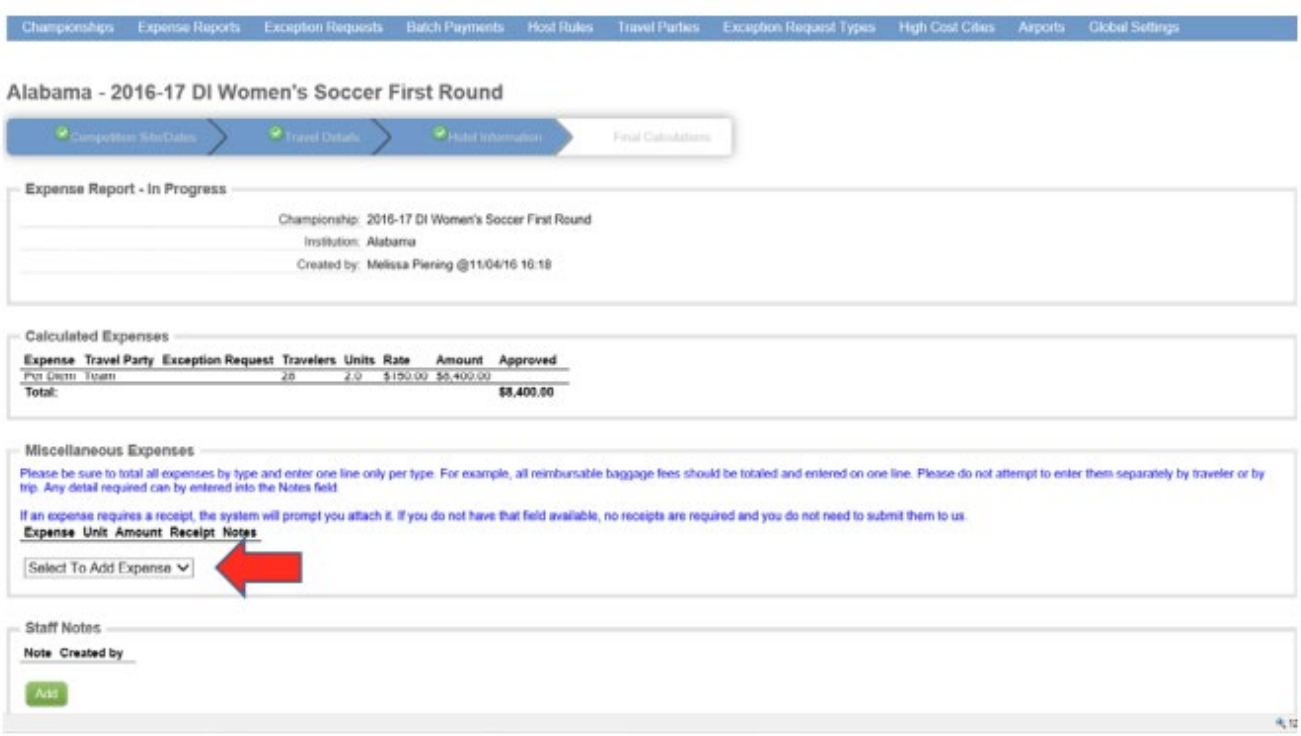


Figure 7. Final Calculations: review calculated expenses and select a miscellaneous expense type when needed.

6 Add Receipts and Submit

6.1 Enter expense information

Enter the dollar amount and notes for the miscellaneous expense.

6.2 Attach a receipt when prompted

If a Receipt field appears, select Browse and upload the receipt. Receipts must be uploaded as PDF documents.

What you'll see: After you select Browse and upload the file, the PDF receipt appears on the expense line.

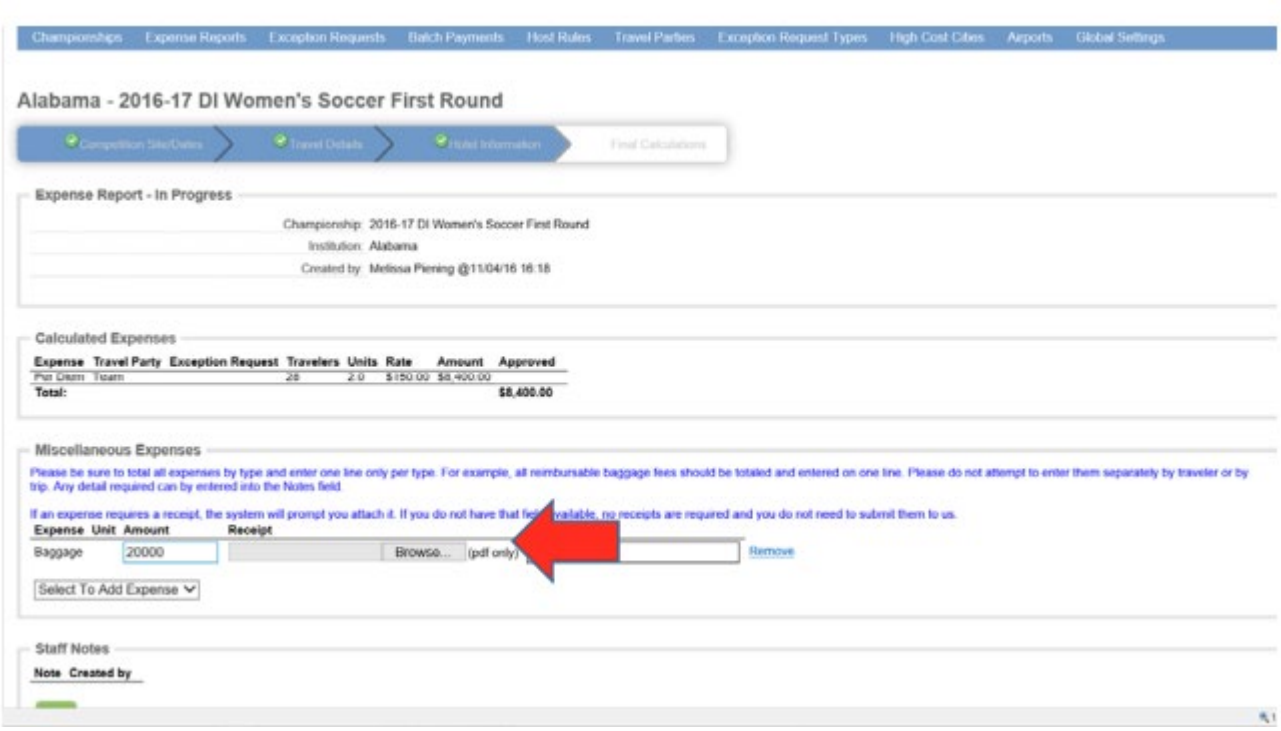


Figure 8. Miscellaneous Expenses: enter the amount and notes, then upload a PDF receipt when prompted.

6.3 Submit the report

After confirming the report is complete, select Submit.

What you'll see: TES records the submission and the report status updates.

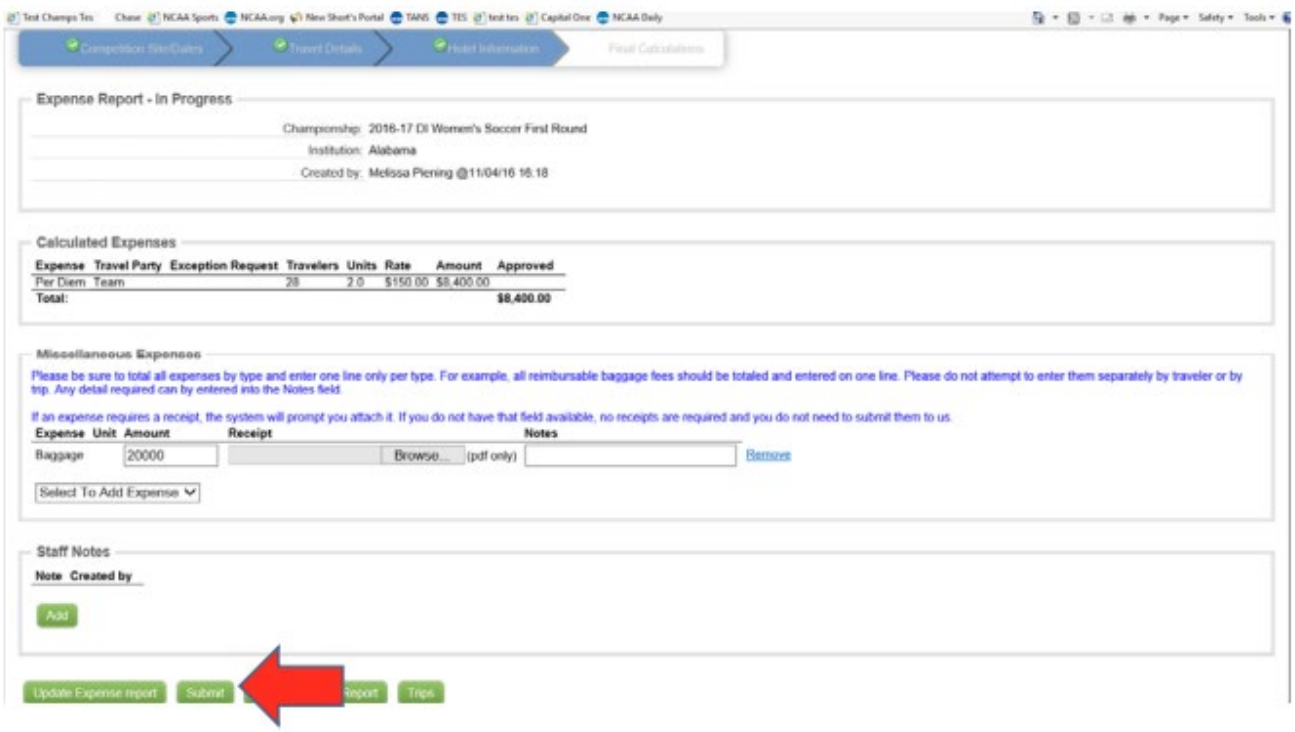


Figure 9. Completed expense report: select Submit after reviewing the calculated and miscellaneous expenses.

Final review: Competition site and dates • Traveler counts • Travel to/from competition • Hotel information • Calculated expenses • Miscellaneous expenses • Required PDF receipts

7 Request a Travel Exception

Submit before the championship: Travel exception request(s) should be completed before travelling to the championship.

7.1 Open the request

On the Championships Travel page, select Exception Request.

7.2 Select the sport

Choose the applicable sport from the menu.

7.3 Complete the form

Enter the exception reason, competition date, departure date and time, and explanation.

7.4 Monitor the status

If the exception is within policy, it will auto approve and the status will appear on the Championship Travel tab. If it is outside policy, the status will display Review Required and can be monitored on that tab.

What you'll see: The exception status appears on the Championships Travel tab: auto approved if within policy, or Review Required if outside policy.

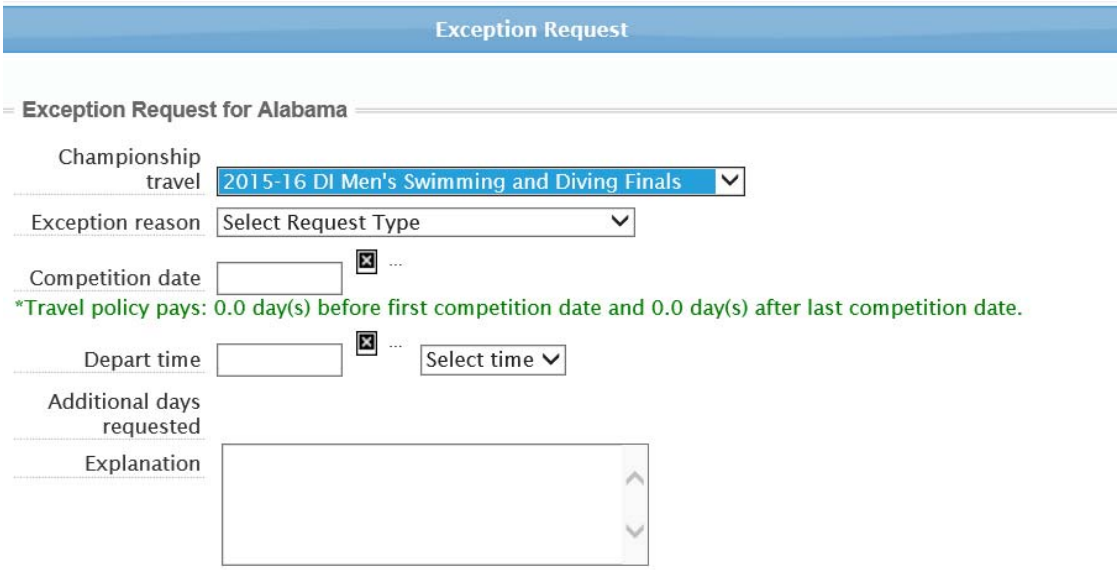


Figure 10. Exception Request: select the championship travel item and complete the reason, dates, time, and explanation.

8 After You Submit

Reimbursement timeline

File within 45 days of the last day of the championship. The travel department sends reminder emails to institutions with unfiled reports. After you submit, the NCAA travel department reviews the championship expense report and processes reimbursement. Processing time can vary. If you have questions about a payment, contact travel@ncaa.org.

Check the report status

Sign into TES and open the Championships Travel tab to view the status of your report. Exception requests show their status on the same tab (see Step 7.4).

Changes after submission

Once you select Submit, treat the report as final. If you find an error afterward, do not create a duplicate report. Email travel@ncaa.org with your institution, the championship and sport, and the change needed. The travel department will tell you whether the report can be returned to you for changes.

9 Troubleshooting and FAQ

Issue	What to do
Traveler counts are higher than the approved counts.	Do not enter more travelers than TES shows as approved. Reduce the count only when fewer people traveled (Step 3.1). If your actual count is higher, contact travel@ncaa.org before submitting.
The site or dates are wrong.	On Competition Site/Dates, select the correct site from the menu and the correct team competition date(s), then select Save (Steps 2.1–2.2). If the correct site or date isn't available, contact travel@ncaa.org.
A receipt won't upload.	TES accepts PDF files only. Save or scan the receipt as a PDF, select Browse, and upload it again (Step 6.2). The Receipt field appears only when a receipt is required. If it still fails, contact travel@ncaa.org.
A user has no SSO account.	Contact your on-campus SSO administrator to have one set up (Step 1.2). Each user signs in with their own NCAA My Apps login.
An exception shows "Review Required."	The request is outside policy and needs review by the NCAA travel department. Monitor the status on the Championships Travel tab (Step 7.4) and contact travel@ncaa.org with questions.

Glossary

Term	Meaning
TES	Travel Expense System, the NCAA online system used to file championship expense reimbursement and travel exception requests.
SSO	Single sign-on. The individual user ID and password used to sign in to NCAA My Apps and TES.
My Apps	The NCAA single-sign-on (SSO) portal, reached from www.ncaa.org, that allows authorized staff, coaches, and administrators access to internal NCAA tools and applications with one login.
Non-student-athlete	A member of the official travel party who is not a competing student athlete, such as a coach or staff member.

Term	Meaning
Auto-approve	An expense report or exception request that is within policy and is approved automatically by TES without review.
Review Required	The status shown when an expense report or exception request is outside policy and needs review by the NCAA travel department.

Help and Support

For assistance with the system, contact the travel department:

Email	travel@ncaa.org
Phone	317-917-6757