2027 WOMEN'S FROZEN FOUR®

DULUTH, MN

SITE REPRESENTATIVE 2026-27 MANUAL



National Collegiate Women's Ice Hockey

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Section 1 • Introduction

Section 1•1 Overview

Thank you for serving as an NCAA site representative at one of the regional round sites of the National Collegiate Women's Ice Hockey Championship.

During the regional round of championship competition, NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Women's Ice Hockey Committee. As such, NCAA site representatives are expected to conduct regional round championship competition according to the policies and procedures outlined in this manual, the prechampionship manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the officials' meeting before the start of regional round competition.

In preparation for your role, please review and have on hand the following documents, which are available on **ncaa.org**:

- **Prechampionship manual**
- **Host operations manual**

These documents, as well as the information found in this manual, are valuable resources for you and should be your first reference when questions arise.

If you have any questions or concerns, please contact the NCAA staff or the NCAA Women's Ice Hockey Committee chair.

On behalf of the NCAA and the NCAA Women's Ice Hockey Committee, thank you for your time and efforts.

Section 1•2 Responsibilities of Site Representatives

The following is a general overview of the site representative's responsibilities:

- To serve as a representative of the NCAA during championship;
- To conduct championship competition according to the policies and procedures outlined in the prechampionship manual and host operations manual;
- To conduct the administrative meeting in conjunction with the championship;
- To conduct a prechampionship videoconference with teams, administrators and host;
- To serve as a resource for visiting teams and the tournament director;
- To complete an evaluation of the tournament site; and
- To communicate in a timely fashion to the NCAA championship staff issues and concerns at the site.

Section 1•3 Student-Athlete Experience

During the NCAA championships, the student-athlete experience is paramount. NCAA staff and hosts dedicate themselves to planning the best experiences for all involved. As part of our commitment to getting better, following the championship, participants will receive a survey to provide feedback on their experience and input on how championships can be improved for future NCAA athletes. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to forward the survey to student-athletes. However, we understand that sometimes certain circumstances or conditions occurring during the events may require real-time consideration. When this is the case, student-athletes may reach out to their site representative or NCAA national office staff on-site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

Caleb Kolby
Assistant Director, Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6180
Email: **ckolby@ncaa.org**

Markell Staton
Assistant Coordinator, Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: 317-917-6502
Email: **mstaton@ncaa.org**

NATIONAL COLLEGIATE WOMEN'S ICE HOCKEY COMMITTEE

Melanie Ruzzi
Head Women's Ice Hockey Coach
Brown University

Michelle McAteer
Commissioner
Western Collegiate Hockey Association

Charles Dowd
Deputy Athletics Director, External Operations
Scared Heart University

Celeste Brown
Head Women's Ice Hockey Coach
Rochester Institute of Technology

Brittany Kane, chair
Senior Associate Director of Athletics
Boston University

Section 3 • Selection and Overview

Section 3•1 Conflict of Interest

The NCAA is a voluntary Association comprised of public and private institutions and conferences governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members' fiduciary obligations are first to their institution, second to their conference and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this statement. When considering disclosures, keep in mind those may result in an "excess benefit transaction" under Section 4958 of the Internal Revenue Code of 1986, as amended (the "Code") or other tax or other laws that may apply.

A committee member who receives information under confidential or nondisclosure terms, including but not limited to Association business or litigation matters, shall adhere to those confidential obligations as a primary matter. In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use nonconfidential knowledge or information obtained solely due to service on that committee to the disadvantage of the Association. Further, a committee member shall not participate in the committee's discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member's institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member's institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations which they may have hereunder and should recuse themselves from participating in proceedings, as may be warranted by this policy. Abuse of one's position as a member of a committee may result in dismissal from that position. Where such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation. A committee member who acts contrary to this policy may void defense and indemnity privileges that are provided by the Association in connection with committee service.

Section 3•2 Neutrality

Site representatives represent the NCAA and should be neutral in this role. Site representatives should dress professionally and avoid wearing any clothing that denotes institutional and/or conference affiliation.

Section 3•3 Evaluations

For each round of the championship, links to electronic surveys will be sent from the NCAA to the participating teams, tournament manager, officials and site representatives at the completion of competition.

Section 4 • Responsibilities

Section 4•1 Team Championships

AFTER SELECTION SHOW

- Contact tournament director:
  - Confirm date and time for call with teams and host.
  - Confirm hotel accommodations for team(s) and officials, if needed.
  - Confirm your arrival time and hotel accommodations, if needed.
  - Confirm game time as listed on the bracket and confirm practice times.
  - Discuss neutrality.
  - Discuss signage/equipment to be received.
    - Pucks - 250 (NCAA disk/generic championship logo) for practices and games. Ensure host equipment manager allocates the appropriate amount of practice and game pucks, as needed.
    - Merchandise from Event1.
    - Digital programs - shared file sent by National Office.
    - Participant medallions - 27 for nonadvancing teams. 54 total medallions will be shipped to sites hosting both regional semifinals and regional final (27 will be sent to the site with only two teams).
    - Regional champion team trophy; 37 mini trophies.
    - Regional champion hats will be sent from Zephyr.
    - Regional champion ticket punch sign will be sent from SourceOne.
  - Confirm date, time and location of administrative meeting and officials' meeting.
  - Review security/safety plan.
  - Ensure host medical staff is prepared to be at practices and game.
  - Discuss locations of:
    - Media/interview areas.
    - Athletic training room.
    - Videotaping and photography areas.

DAY AFTER SELECTIONS

- Confirm that visiting teams have made contact with the host institution.
- Lead call with host and teams.
- Confirm that host has made contact with officials and hotel accommodations are being provided, if needed.

NOT LATER THAN THREE DAYS BEFORE COMPETITION

- Check with visiting team's administrators to be sure they are set and have no issues with travel. Remind them of the day, time and location of the administrative meeting.

NOT LATER THAN TWO DAYS BEFORE COMPETITION

- Check with host on the signage/equipment shipments.
- Review drug-testing policies and procedures if your site is selected for drug testing.
- Check with tournament director to see if they have any questions.
- Review administrative meeting agenda with tournament director. Make sure copies are available for the meeting.

DAY OF PRACTICE

- Arrive at host site a minimum of one hour before the first practice.
- Meet with tournament director to discuss the following:
  - Entrances – public, teams, officials, staff.
  - Ticket locations.
  - Video replay location and ensure equipment is working.
  - Credentials/players – pass list.
  - Communication (radios), if necessary.
  - Crowd control.
  - Review pregame schedule.
  - Check to be sure equipment is ready.
  - Expected media.
  - Band/spirit squad/mascot procedures, if applicable.
  - All event personnel have been confirmed.
  - Security plan.
  - Inclement weather, if applicable.
- Perform a facility walk-through and review:
  - Check rink for proper markings
  - Ensure custom dasherboards have arrived and are installed professionally.
  - Press box.
  - Team bench area(s).
  - Scorer's table, if applicable.
  - Media/interview area.
  - Locker rooms (teams and officials) and security.
  - Merchandise sales area.
  - Overall look and treatment of facility.
  - Signage – all commercial signage must be removed or covered.
  - Scoreboard – advertising covered or removed.
  - Test all electronic equipment.
  - Videotaping/photography areas.
  - Scouting seats, if applicable.
  - Athletic training room.
  - Video replay operation.
  - Evaluator location, if applicable.
  - Band/spirit squad location, if applicable.

- Miscellaneous:
  - Make sure athletic trainer is available at all practices.
  - Make sure NCAA logo rule is being observed.
  - Equipment for both teams checked.
  - Merchandise and programs (if applicable) available.
  - Review parking.
  - Determine method for distribution of participant medallions (i.e., in locker rooms).
  - Confirm SID is prepared to report results at conclusion of competition.
  - Review script with communications representative/PA announcer.
- Lead administrative meeting (Head coach and AD or designated administrator).
  - Review NCAA administrative policies.

DAY OF COMPETITION

Arrive at site 2½ hours before start of game. Remain available to monitor and supervise all aspects of the championship as indicated in the site representative and host operations manuals.

- Perform a facility walk-through and review:
  - Signage is properly displayed and advertisements are covered.
  - Press box/scorer's table/coaches' booth are set and ready, if applicable.
  - Check locker rooms to ensure it is clean and properly stocked with paper items.
  - Ensure that sales locations for merchandise and programs (if applicable) are prepared.
  - Check for inappropriate noisemakers.
  - Test all electronic equipment.
  - Video replay system, if applicable.
- Greet officials and visiting team as they arrive.
- Attend and ensure the officials liaison is conducting a meeting with on- and off-ice officials two hours before start of game.
- Check squad sizes and bench limits.
- Collect starting lineup forms 15 minutes before start of game and provide them to PA announcer, if applicable.

During Game

- Listen and watch crowd for inappropriate noisemakers and/or signage. Have security personnel remove them, if necessary.
- Observe coaches' and players' behavior.
- Note any problems in the stands/bleachers and have security personnel handle any conflicts.

Intermissions

- Be sure that officials and teams are securely ushered on and off the ice.
- Check at scorer's table (if applicable) and press box to be sure everything is running smoothly.
- Be near when both teams come back out from intermission to ensure that there are no issues.
- Perform a recount of bench limit size.

BEFORE THE END OF GAME

- Be sure everyone is prepared for end-of-game security and media needs.

END OF GAME

- At end of game, make sure officials are safely off of the ice.
- Report any incidents of misconduct to Caleb Kolby, **ckolby@ncaa.org** or 317-697-4743, immediately.
- After reporting scores, provide a brief summary of the performance of the officials.
- Attend media interviews and be sure cooling-off period occurs.
- Hand out regional champion trophy and hats to winning team on ice following the handshakes. (Regional Final only)
- Mini trophies should be delivered to the locker room of the regional champion team.
- Check in with drug testing staff (if applicable) to see if there are any issues.
- Stop by the locker room of the nonadvancing team and thank head coach and team for being part of the championship.

NOTE: If problems arise during competition, the NCAA site representative, along with the tournament director, should immediately contact Caleb Kolby (cell: 317-697-4743).

BEFORE LEAVING SITE

- Check with the tournament director to see if he/she has any questions and remind them to complete the surveys.

WITHIN 48 HOURS AFTER GAME

- Complete all requested evaluations.
- Submit expenses to NCAA for reimbursement (see instructions in **Appendix C**).

Section 5 • Travel, Lodging and Expense Reimbursement

Section 5•1 Travel

Site representatives will be confirmed based on proximity to the host site. The NCAA will provide reimbursement for mileage of the IRS approved rate up to 400 miles (800 miles round trip) to the host site.

Section 5•2 Lodging

The host institution will be responsible for providing hotel accommodations as needed. It is the responsibility of the site representative to inform the tournament director if a hotel room will be needed. Room and tax will be billed to the host institution. All other incidentals will be the responsibility of the site representative. Please ensure you do not pay for your own hotel room. If the hotel is asking you to pay, please contact the tournament director and the NCAA staff.

Section 5•3 Expense Reimbursement

All site representatives will receive a $75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem.

Once competition has been completed and you have received an email authorization, please submit your expense reimbursement request via the online Travel Expense System (**Appendix C**).

Section 5•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

Phone Number	866-655-9215
Email	**ncaachampstvl@shortstravel.com**

NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	**travel@ncaa.org**
Website	**ncaa.org/championships/travel**

Section 6 • NCAA Administrative Guidelines

All policies listed in this section MUST be reviewed during the administrative meeting.

Section 6•1 Logo Policy

[Reference: Bylaw 12.5.4 in the NCAA Divisions I and II Manuals]

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pregame and postgame activities (e.g., celebrations on the court, pregame or postgame press conferences), provided the following criteria are met.

a. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles, skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and

b. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps, towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 4 square inches in area (rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo.

   The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction.

Section 6•2 Misconduct Statement

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

If the act of misconduct occurs during the competition, under normal circumstances, the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct should be dealt with in a timely manner by the governing sports committee.

Section 6•3 Use of Tobacco Products

[Reference: Bylaw 11.1.4 in the NCAA Divisions I, II and III Manuals, Bylaw 17.1.10 in the NCAA Division I Manual and Bylaw 17.1.9 in the NCAA Division II Manual]

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Section 6•4 Drug-Testing Statement

NOTE: This statement MUST be read at every administrative meeting.

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

FREQUENTLY ASKED QUESTIONS FOR COACHES

Please review this section for questions that may arise regarding drug testing.

Q. Where is the drug-testing facility for this championship?

A. Check with the tournament director, drug-testing site coordinator or the NCAA championship staff member for the specific location.

Q. How long does drug testing take?

A. The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arrival at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.

Q. What is an institutional representative?

A. An institutional representative is an individual from the participating institution (designated by his/her institution) to assist with drug testing in the event drug testing occurs at the championship. Each team must designate an institutional representative during the administrative meeting.

Q. When is the institution notified of drug testing?

A. An institutional representative from each team will be notified not sooner than two hours before the start of their game when drug testing is taking place. Institutional representatives will be notified by an NCAA drug-testing crew member by phone or in person at the locker room or near the playing field.

Q. When are student-athletes notified of their selection for drug testing?

A. Immediately after the game, an NCAA drug-testing crew member will provide the institutional representative with a list of student-athletes who have been selected for drug testing. At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

Q. When do student-athletes need to report to drug testing?

A. Within one hour after the student-athlete has been notified.

- Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
- Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
- Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.

Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?

A. A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.

- If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
- A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
- If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.

Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?

A. No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.

Q. What if we play a late-night game (10 p.m. or later start, local time)?

A. The NCAA's late-night drug-testing policy only pertains to team championships.

- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
- The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before noon local time the next day.
- An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.

Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?

A. Yes. An institutional representative must be at the collection station to certify the identity of each student-athlete. The institutional representative must remain in the collection station until all student-athletes have completed their drug test.

Section 6•5 Inclement Weather

If weather conditions could alter the approved schedule of events, the site representative must contact the NCAA championship manager before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

Appendixes

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Appendix A • FAQ

Q. Officials have asked me how they will receive their payment and when they should expect it since the host no longer pays them.

A. All officials are paid directly by the NCAA through a program called RQ+. There is not a set timetable for payment, but all payments will be processed promptly after each round of the competition. All inquiries should be directed to the championship manager.

Q. A fight broke out in the stands between the fans of the home and visiting teams. What responsibility do I have to take care of this?

A. You should first notify the tournament director that he/she needs to direct security personnel to the section where the fight has broken out. After the fight, please gather as much information as possible from the tournament director and security personnel, including what happened, whether anyone was removed from the competition site and resolution of the issue. All of these facts should be summarized in writing and sent to the NCAA championship manager via email. If the situation is severe, please immediately call the championship manager to inform him/her of what has occurred.

Q. A team has arrived late for its practice due to its bus breaking down. What should I do?

A. Work with the host to try to get the team its full allotment of practice time, if at all possible, without adversely impacting the other participating teams.

2027 NC Women's Ice Hockey Championship

Regionals
March 11-14

Semifinals
March 21

Championship
March 23

1

4

AMSOIL Arena
Duluth, MN
1 or 4:30 p.m.

5

AMSOIL Arena
Duluth, MN
7 p.m.

NATIONAL CHAMPION

3

AMSOIL Arena
Duluth, MN
1 or 4:30 p.m.

2

2027 WOMEN'S FROZEN FOUR
DULUTH, MN

All times are Eastern time.
The regional semifinal games at regional sites will be Thursday/Friday with regional final games Saturday/Sunday.
The national semifinal game order will be decided after all four teams advance.
Information subject to change.
***Host site.**

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Appendix C • Travel Expense System – Traveler User Guide

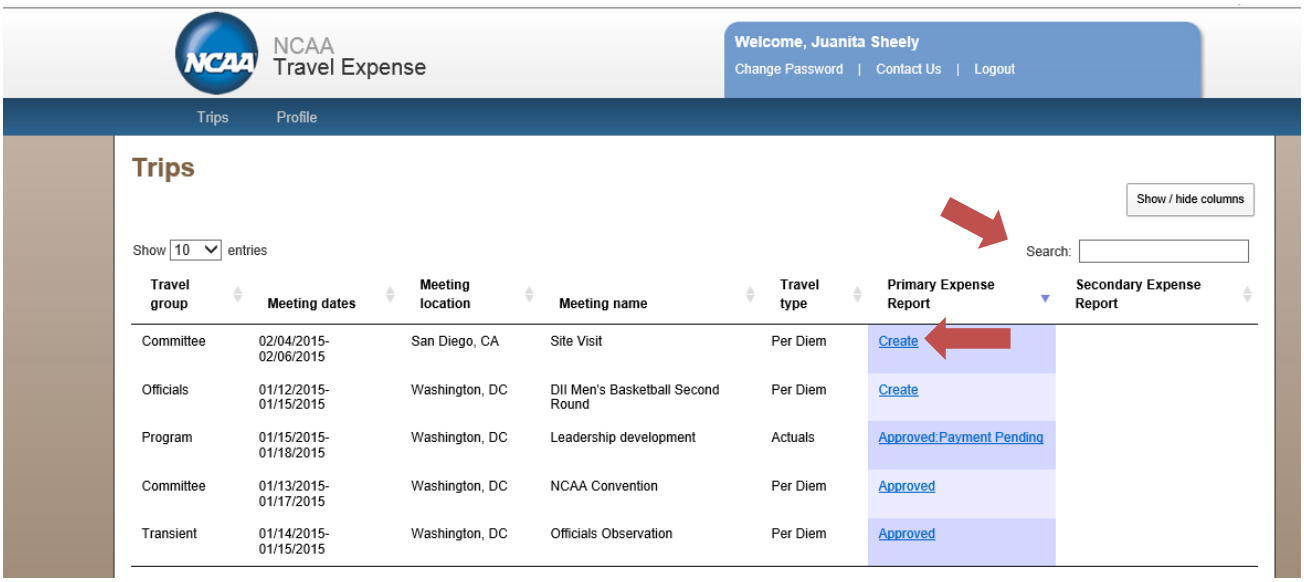
TRAVEL EXPENSE SYSTEM – TRAVELER USER GUIDE

1. On the last day of your meeting or trip, your staff liaison will authorize you to file an expense report. Once authorized, you will receive an email advising you to file your expense report and giving you the link to the system and login instructions.

2. The new system has been redesigned to offer the following conveniences:
   a. One username and password for all trips.
   b. View the status of all expense reports, as well as payment information, in one place.
   c. Simplify the system and improve usability.

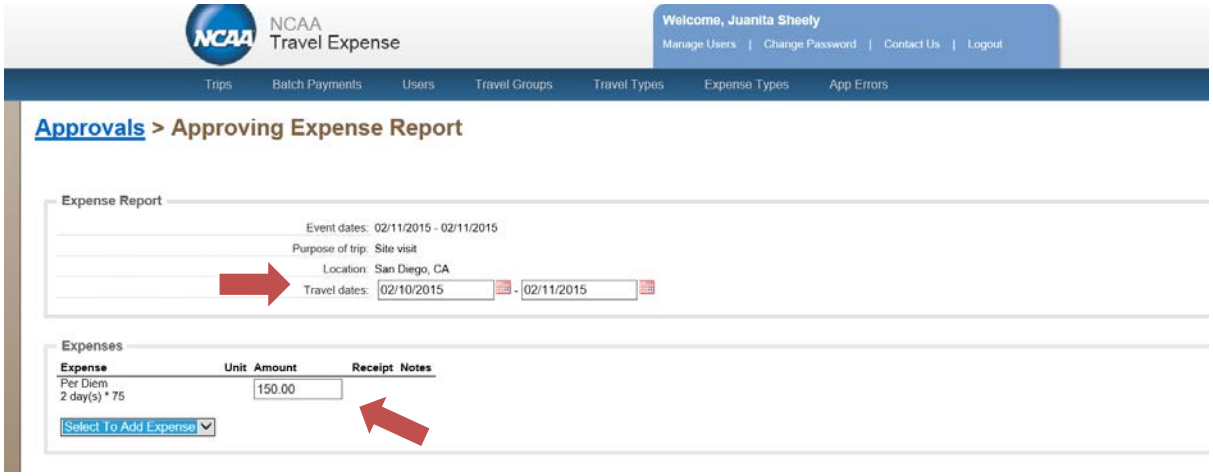
3. Once you have received your email, follow the instructions to access the system and log in. On the home screen, you will see a list of all expense reports you are authorized for, as well as those already filed. Click on the column headers to sort the list as you prefer or use the Search box to locate a particular trip.

4. To begin a new expense report, click on the Create link.



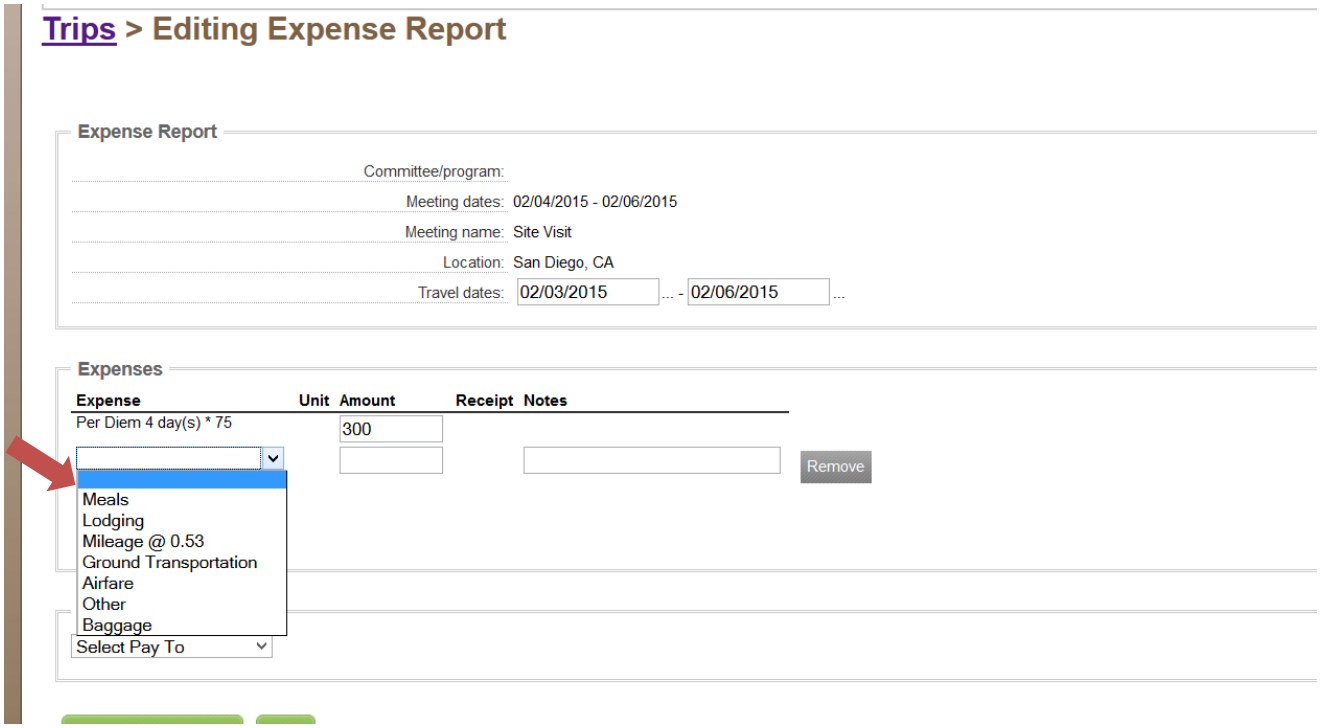
5. First enter your travel dates. You can type the dates in or use the calendar icons to select them.

6. If you are eligible for per diem, your reimbursable amount will automatically populate based on your travel dates and the dates authorized by your staff liaison.

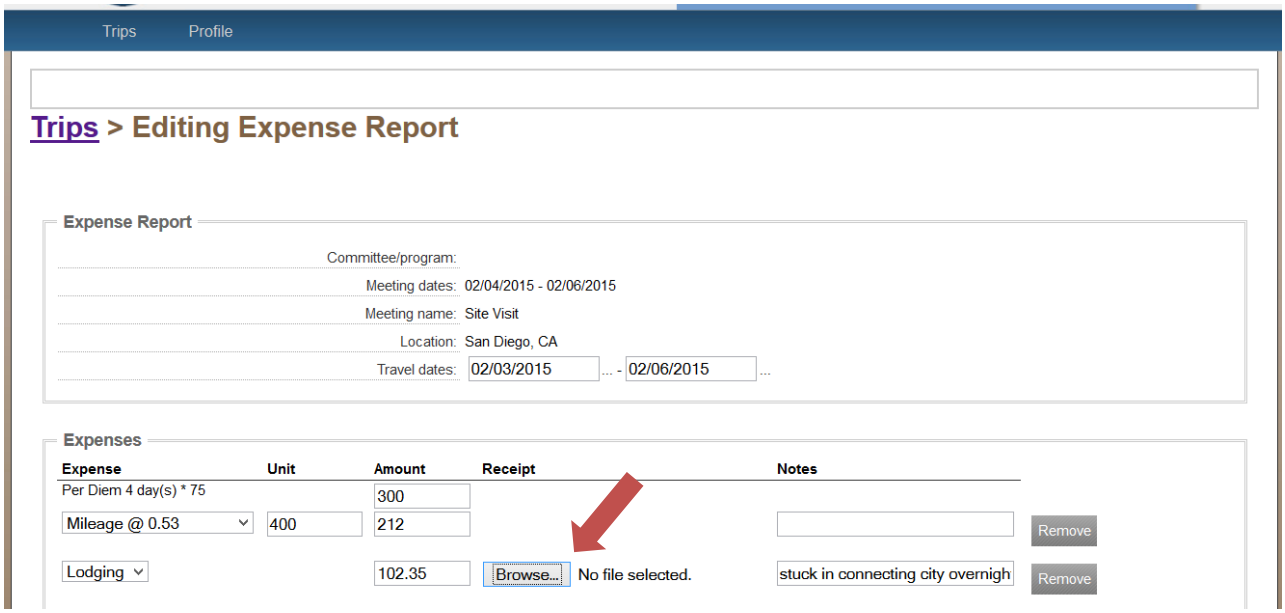


7. If you have other expenses to claim, click the Select to Add Expense drop-down menu, and choose the expense type from the drop down menu. Note, if per diem is paid, the NCAA does not reimburse items such as meals, parking, lodging, ground transportation, tolls, etc., except in extraordinary circumstances. Per diem travelers will most often claim mileage and baggage fees.

   For each expense, enter the amount being claimed. If you are claiming an expense not ordinarily reimbursed, use the notes section to provide your reason for the request.

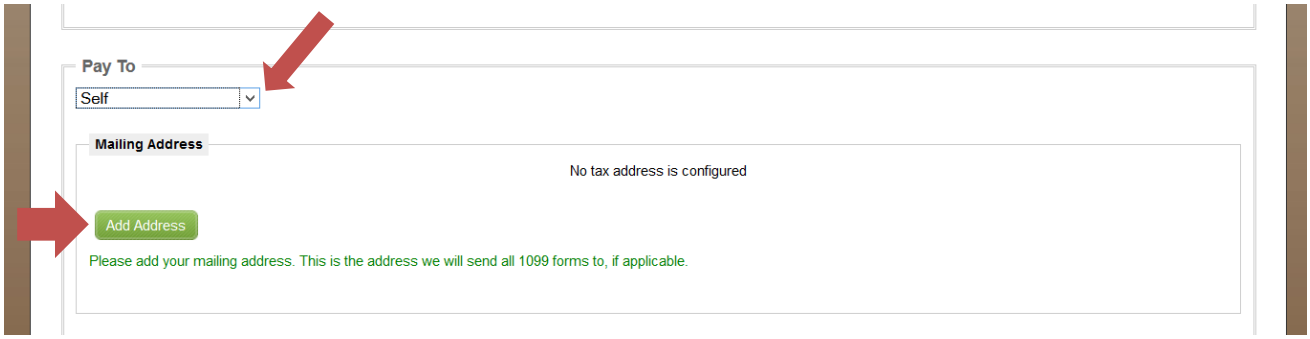


8. Some expenses will require you to submit receipts. When required, the Receipt field will be populated. To submit, simply click the Browse button and attach the appropriate file from your computer. The system can only accept pdf files.

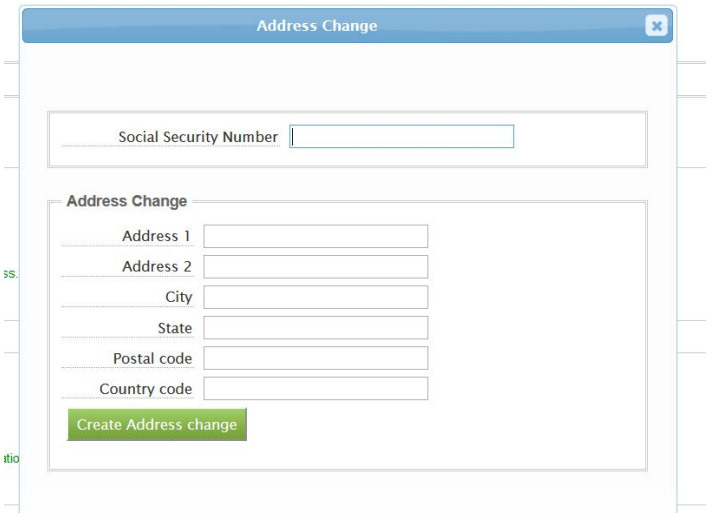


9. Once all expenses are entered, choose who payment should be made to. You can choose yourself, or your institution, conference or business.

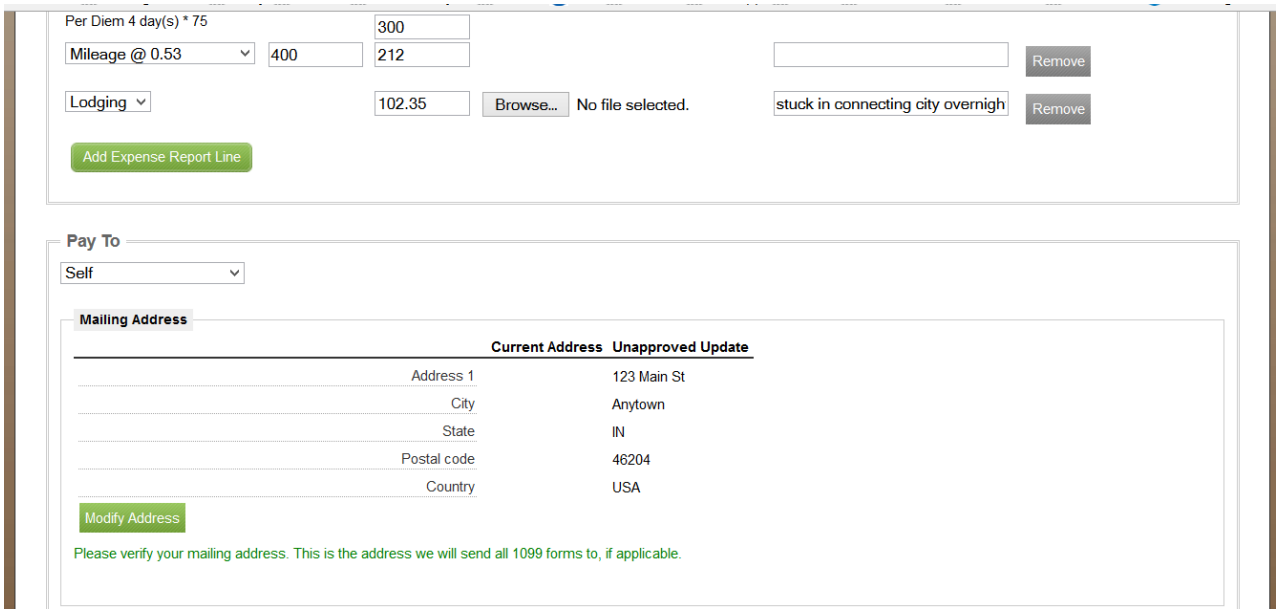
   To choose yourself, select Self from the drop-down menu. If the system does not have a record of paying you previously, you will need to add your address by clicking the Add Address button.



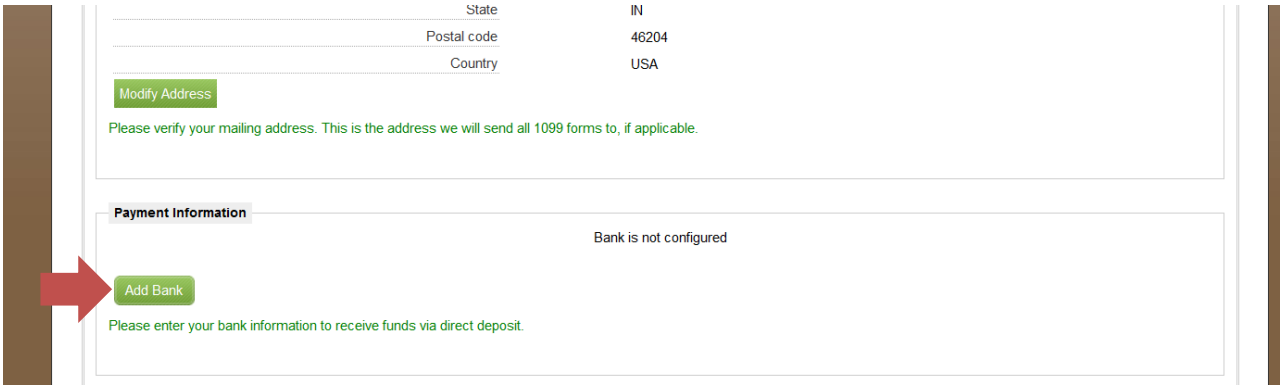
10. On the address screen, enter your Social Security Number and current mailing address in the fields provided. When complete, click Create Address change to be taken back to the expense entry screen.

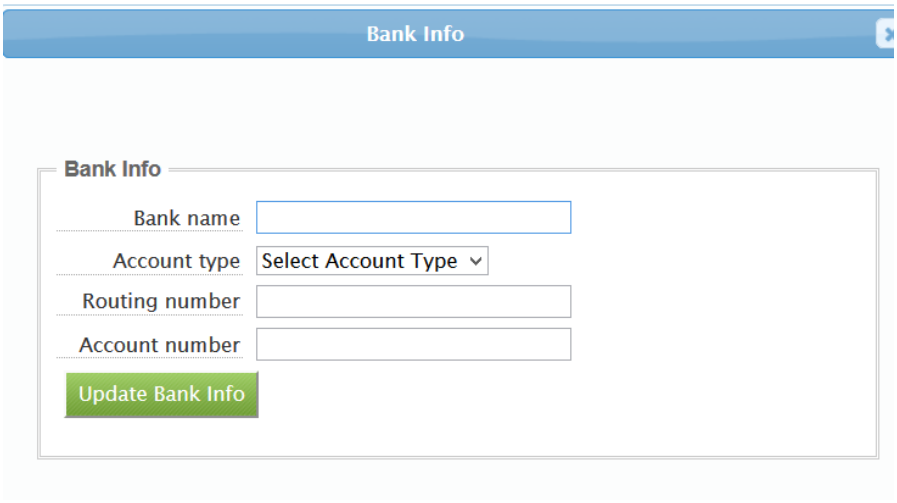


If the system indicates you have been paid by the NCAA previously, the address we currently have on file for you will be shown. Please be sure that address is correct or enter any changes by clicking Modify Address.

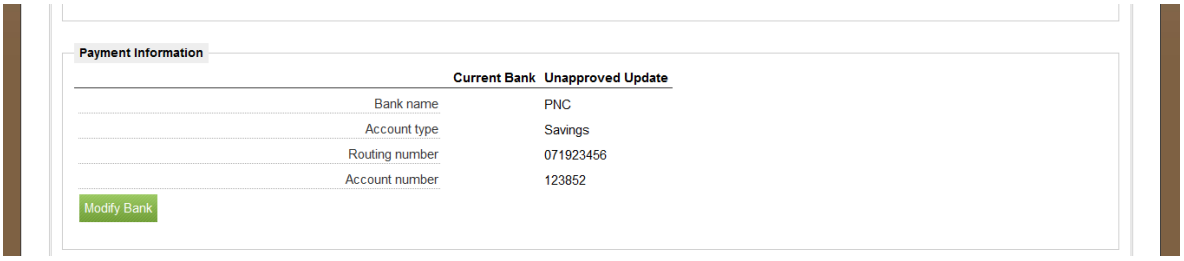


11. Finally, if the payment is being made to you, we will need your bank information in order to pay you by electronic funds transfer, or direct deposit. As with your address, if the system does not have your information on file, you will need to click Add Bank and complete the required fields. Once complete, click Update Bank Info.





If the system indicates you have been paid by the NCAA previously, the bank information we currently have on file for you will be shown. Please be sure that information is correct or enter any changes by clicking Modify Bank.



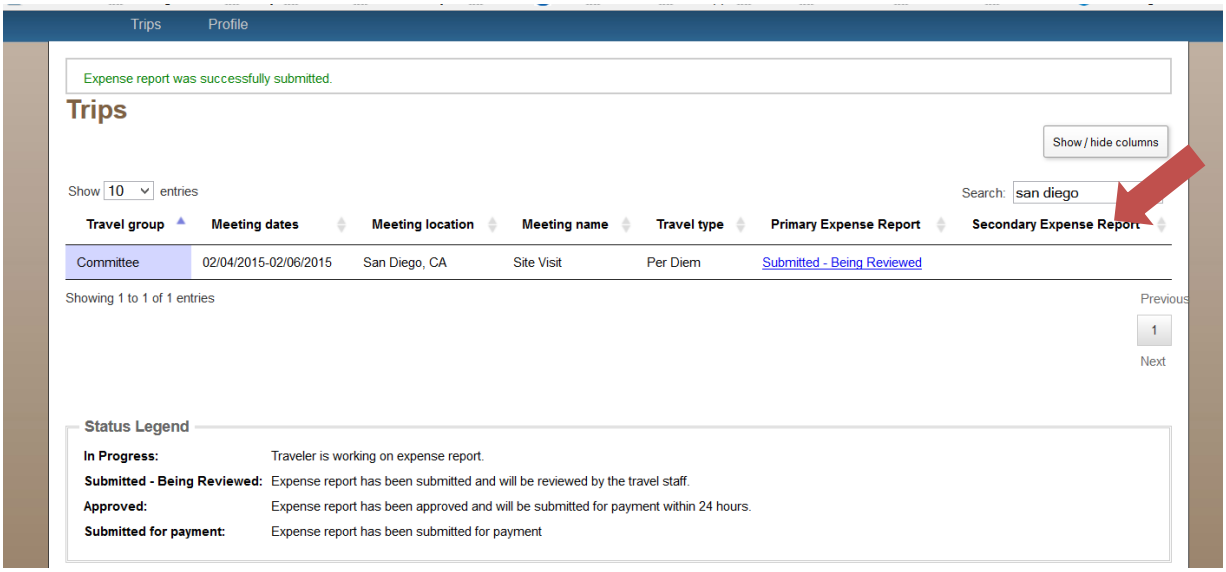
12. Once all expense, address and bank information is complete, click Submit to file your expense report. You will receive an email confirmation that the report was submitted. You can also follow the status on your home page.

13. If the expense report should be paid to your institution, business or conference, choose Organization from the drop-down menu. Then begin typing the name in the Select Organization field, and choose the correct one from the list. Payments made to an organization do not need to provide address or bank information.



14. Did you forget an expense? If you find you've forgotten to claim an expense after you have clicked submit, you can still request reimbursement. Simply log back into the system. Any report eligible to have a forgotten expense claimed, will have a Create link available in the Secondary Expense Report column. This option will only be available after the primary expense report has been approved and submitted for payment.

    If the Secondary Expense Report option is not available, contact the travel department and an adjustment to the report can be made.



If you have trouble using the system, please contact the travel department at travel@ncaa.org or 317-917-6757.