



NATIONAL COLLEGIATE ATHLETIC
ASSOCIATION
POLICY LIBRARY

Non-Staff Travel and Expense Policy

I. PURPOSE

This document defines and governs NCAA policy of travel, expenses, and reimbursement. Any travel, entertainment, or expenses incurred that do not comply with NCAA policy will not be reimbursable.

Any possible exceptions to the policy must be approved in advance by the NCAA travel staff. Please contact the NCAA travel staff with any questions or for any items not specifically mentioned in the policy prior to incurring the expense.

II. STATEMENT OF POLICY

When traveling on Association business or conducting Association meetings, all travelers are expected to be fiscally responsible with funds. All committee, program, or other travel must be authorized through the staff liaison.

TRANSPORTATION

Air Travel: Committee, program, and all other travelers (including guest speakers) are to schedule commercial airline flights and make rental car arrangements through Short's Travel Management, the Association's exclusive travel agency.

Contact Information: Short's Travel can be reached at 866-821-8547.

1. TANs: NCAA staff liaisons or designated travel arrangers are required to request a Travel Authorization Number (TAN) via the Short's portal prior to non-staff booking travel. A TAN is unique to the traveler and trip and new TANs must be requested for each trip.
2. Flight Eligibility:
 - a. Committee members are eligible for flights to NCAA meetings. Travel to championship events may require travel to be over a certain distance before eligible for a flight. Please work with the NCAA championship manager or NCAA travel staff for further interpretation.
 - b. Program and transient travelers are eligible for a flight at 400 one-way miles. An increased mileage for flight eligibility may be outlined by the NCAA liaison. Any exceptions must be approved by NCAA travel staff.
 - c. Officials are eligible for a flight in accordance with the team championship mileage rates.

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3. Booking: The NCAA will pay the cost of the lowest available fare and must be booked through Short's Travel. Travelers must pay the difference if they wish to fly in a higher class of inventory, have a refundable ticket or fly first-class.

Travelers are asked to book airfare through Short's Travel as soon as possible (at least 30 days in advance of travel to take advantage of zone and other discounted airfares contracted through the airlines).

4. Airline Credits/Unused Tickets: Any NCAA-paid ticket that is canceled and non-refundable may ONLY be used for future NCAA business. If the credit goes unused, prior to expiration, the NCAA can use the canceled ticket for other NCAA travelers. Under no circumstances should an NCAA-paid ticket, airline credit, or unused ticket be used for personal use. Credits received for a canceled, non-refundable airline ticket are typically valid for one year. If the credit is not used by the associate after nine months, NCAA may issue the credit for another traveler before it expires.
5. Fees/Reimbursable Expenses: Fees charged by the airlines to pre-assign seats, choose premium seats, or receive priority check-in (i.e., Southwest Airlines Early Bird Check-in) are not reimbursable expenses.

The Association will reimburse the cost to check one bag each way for trips less than five days. For trips lasting five days or more, two bags each way will be reimbursed. The Association will not reimburse costs for oversized or overweight bags.

6. Connecting and Non-Stop Flights: Travelers may be required to take connecting flights when non-stop flights exceed the cost of connecting flights. When requiring travelers to take connecting flights, the NCAA travel staff will take into consideration the additional amount of time the traveler will be required to travel. Connecting flights should not add more than approximately three hours of travel time each way compared to the non-stop option.
 - a. Committee Travelers: are required to take connecting flights when non-stop flights cost \$400 or more over the connecting flights.
 - b. Official Travelers: are required to take the *least* expensive flight in the market within a two-hour window assuming they can still make their meeting/game/etc. They must take connections if they are less expensive.
 - c. Other Non-Staff Travelers: are required to take connecting flights when non-stop flights cost \$200 or more over the connecting flights.

Travelers will not be required to take more than one connection unless there is no other way to get the traveler to their destination. If there is a significant cost difference, a travel option with more than one connection may be offered.

7. Propeller Aircraft: Travelers will not be required to take propeller aircraft. Short's Travel may offer options that utilize this kind of equipment. However, travelers can request other arrangements. Please be aware that some airports are only serviced by propeller equipment.

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8. **Ticketing and Change Fees:** The NCAA will cover ticket changes made necessary due to NCAA requirements. If a change is required due to non-NCAA related reasons, those fees will be the responsibility of the traveler. If non-NCAA ticket changes result in hotel or other travel expense savings, ticket changes may be considered and covered by NCAA (must be approved by the NCAA travel staff).

If there is any change to a flight itinerary or mode of transportation after booking, you must contact Short's Travel.

9. **Personal Travel:** Short's Travel can book your reservations if you need to combine Association business with personal travel. If necessary, Short's Travel can split bill the flight between the two parties. The NCAA will be billed for all legs of the trip that are Association business. The traveler must provide another form of payment for the other legs (e.g.: A member of the Management Council has an NCAA meeting in Dallas and must travel directly from there to go to a conference meeting in San Diego. The NCAA will pay the quote of the traveler's flight from campus to Dallas and return. The traveler is then responsible for the balance of the ticket to get them to their conference meeting.). Any change fees associated with the personal travel will be the traveler's responsibility.
10. **International Travel:** Unlike domestic travel, international travel should be booked 50 days in advance via a Short's travel agent – not through Concur. Short's Travel will provide economy flight options.
11. **Spousal/Partner or Family Travel:** The NCAA will not pay any costs associated with spousal, partner, or family travel. Any traveler who would like their spouse, partner, or family to accompany them will be responsible for all costs for that spouse, partner, or family member.
12. **Frequent Traveler Profile:** You may maintain a frequent traveler profile in the Short's Travel's online system to capture your travel preferences for seat assignments, contact information, frequent traveler identification numbers and TSA data. These profiles can be accessed via a link in your committee or program email meeting invitation or by going to www.shortstravel.com/ncaaprofile. When accessing the website, committee, program, or other travelers will be asked to create a unique login code and password so that you may update your profile securely at any time. You are responsible for keeping your profile up to date. Short's will not be responsible for inaccurate information.
13. **Frequent Flyer Miles:** The NCAA allows non-staff travelers to acquire frequent flyer miles and use the miles as they desire. In earning these points, the non-staff traveler will be responsible for any difference in the cost between the lowest available fare offered for travel and the fare on the non-staff traveler preferred airline.

Ground Travel:

1. **Mileage/Ground Eligibility:** Mileage is paid at the current IRS rate round trip. Mileage is paid up to 600 miles one way for all travelers unless otherwise indicated by the NCAA travel staff. Should

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a traveler choose to drive a further distance, the NCAA will pay up to the cost of a viable commercial flight.

2. Mileage calculations: Mileage is determined by the Travel and Expense System (TES) mileage calculator. Mileage will be calculated based on the starting point for your trip (e.g.: if you start your trip from home, mileage will be based on a round trip to and from your home. If you start from the office, it will be calculated from the office). Local mileage is not reimbursable.
3. Mileage Reimbursement: Mileage reimbursement is meant to cover gas and tolls. These expenses are not reimbursable when mileage is paid. If travel is via personal automobile, parking at the hotel or site is a reimbursable expense and should be claimed on the expense report. If the hotel is in Indianapolis and is for committee work, parking will be billed to the master bill.
4. Personal Car and Insurance: If an incident, accident, or damage occurs to a personal vehicle being used for business purposes, the Association does not cover any costs associated with that incident, accident, or damage, including but not limited to repairs, use of rental vehicles, insurance deductibles, etc.
5. Rental Cars and Rental Car Insurance: Rental cars must be rented through Enterprise or National, via Short's Travel. When renting vehicles through either of these two companies for business reasons, the insurance coverage should be declined. If these companies do not have vehicles available, Short's Travel will find an alternative company. If a different company is used the insurance should be accepted.

When renting through Enterprise/National, a full inspection of the vehicle should be completed by the traveler WITH Enterprise/National staff. Make sure the branch employee notes any preexisting damage to the vehicle (windshield cracks, scratches, mirror damage, etc. no matter how minor).

Drivers aged 25 and under incur an additional young driver fee for the duration of the Enterprise/National reservation. No one under the age of 21 is covered by the NCAA rental vehicle contract.

Travelers on NCAA business booking through Enterprise/National are NOT to select the following – these are non-reimbursable items or already contracted coverages:

- Personal Effect Coverage (PEC) – already covered for business
- Roadside Assistance – already covered for business
- GPS Units – non-reimbursable item
- Satellite Radio – non-reimbursable item

The NCAA will not reimburse for rental cars for travelers at annual meetings. If a traveler wishes to rent a car, the reimbursement for the vehicle would be covered by per diem.

On occasion, the traveler's staff liaison may approve a rental car to transport other travelers. In this situation, the rental cars must be arranged through Short's Travel with Enterprise or National

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whenever possible and will be direct billed to the NCAA. When a rental vehicle is approved, the traveler will be reimbursed for fuel, parking at the site or hotel, and tolls as needed.

Rental vehicles should be returned fully fueled as required by the rental agency. Extra costs for fuel charged by the rental agency due to vehicles being returned without being refueled and without the pre-paid option being chosen will not be reimbursed.

Turo, Uber Rentals, Lyft Rentals and other car rental companies providing like services are not allowable rental car options. National/Enterprise is our contracted rental car vendor.

6. Taxi and ride share services: Taxicab or ride share services expenses are covered by per diem and cannot be submitted for reimbursement.

In the event of an accident while in a taxi or ride share service provider (Uber or Lyft), the driver or non-staff traveler should call the police and report the accident and request a copy of the police report then notify the NCAA travel and NCAA insurance departments of the accident.

7. Public Transportation: Public transportation expenses are covered by per diem and cannot be submitted for reimbursement (unless used as transportation to site or meeting, in place of flight or rental car). Non-staff may use public transportation (i.e., buses, subways, trolleys, trains). These are permitted and may be a more cost-efficient solution for transportation particularly for high-traffic and high-cost cities.

Train: Non-staff must work through Short's Travel to book reservations. Reservations must be booked at least 30 days prior to travel. Typically, reservations can be made 11 months in advance of travel. The NCAA will not cover upgraded tickets, these include flexible (unless approved by travel staff), business, and first-class fares. NCAA non-staff travelers can pay the difference of the cost of the ticket and cost to upgrade when booking with Short's.

The NCAA will cover ticket changes made necessary due to NCAA requirements, (date or time changes). If a change is required due to non-NCAA related reasons, those fees will be the responsibility of the traveler. If non-NCAA ticket changes result in hotel or other travel expense savings, ticket changes may be considered and covered by NCAA (must be approved by the NCAA travel staff).

8. Airport and Local Transportation: Transportation from the airport to hotel is not reimbursable if attendees receive per diem. When lodging is provided at the Marriott Place properties, attendees should plan to walk from the hotel to the NCAA national office as transportation will not be provided. Transportation from other properties will be provided at the discretion of the NCAA liaison.
9. Chauffeured Car Services: The NCAA does not cover the cost of chauffeured car services, either limousine or sedan. Travelers are expected to use rental vehicles, taxi cabs or other public transportation for local ground transportation being covered by per diem. Any exception must be authorized by the NCAA travel staff.

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LODGING

The policies listed here are general lodging policies. Please see the NCAA Meeting and Events policy for further information on hotels used for meetings and events.

1. Booking: All hotel stays must be booked through Short's Travel Management, using your championship liaison, or directly through a conference registration site, unless better rates can be found by booking directly with the hotel. Non-staff are required to stay at the designated meeting hotel. NCAA will not reimburse lodging booked outside of the designated hotels. NCAA travel staff approval required for any exceptions.

Indianapolis hotel accommodations will be booked at the Fairfield Inn and Suites, SpringHill Suites, or Marriott Courtyard, if available. Please note the Fairfield and SpringHill include breakfast in their rate. Other properties will only be considered if those three are not available.

2. Appropriate Accommodations: All lodging needs should be reserved with reputable hotels. The Marriott brand is an NCAA Corporate Champion and Partner (CCP), and non-staff should stay at Marriott properties whenever location and rates fit the travel needs. Non-staff are not permitted to use home sharing sites such as Airbnb, VRBO, or Marriott Homes & Villas for business lodging.
3. Room Rates: The maximum hotel room rate is \$185 excluding taxes and fees per night. Exceptions to the rate can be made for some high-cost cities but must be requested and approved by the NCAA travel staff prior to the trip. Exceptions do not need to be requested for NCAA contracted hotels, such as championships, conventions, conferences or Final Fours.

Non-staff travelers should book the lowest available rate for a standard king room, even if the rate for an upgraded room is within the maximum rate. For example, if a king room is \$140 and a suite is \$180, non-staff travelers should book the king room.

The NCAA CCP is Marriott and non-staff should stay at Marriott properties whenever location and rates fit the travel needs.

4. Meeting or Event Hotels: Non-staff attending meetings, programs, conferences, seminars, etc., not held by the NCAA, may book their hotels through the method preferred by the meeting organizer if available. When attending a program or conference, travelers may stay at the program or conference hotel, even though it may not be the most economical option available or within the approved maximum hotel rate. When filing for reimbursement, non-staff should submit both the itemized hotel receipt as well as proof of a conference registration.

If the Association has a hotel contract in place for a meeting or event, non-staff will be expected to stay at that hotel in the contracted room block. On occasion, space at the contracted hotel may be limited and non-staff may be asked to stay at a different property. These decisions will be made by the meeting, program or championship liaison in conjunction with the NCAA travel staff. Should this situation arise, non-staff will be notified of alternate arrangements made for them.

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5. Lodging Cancellation: Hotel cancellations should be completed prior to the hotel's cancellation window to avoid any penalties. Contact Short's Travel or NCAA liaison. NCAA will not reimburse fees associated with early check in, early departure, or late departures.

EXPENSES

1. Knowledge Services: Knowledge Services will evaluate all non-staff, non-committee, or non-program participants. Should this person become a Knowledge Services W2 employee or independent contractor AND need to travel on NCAA business, ONLY NCAA-paid travel expenses are paid through the Travel Expense System. NCAA staff liaisons must submit a trip in TES to create a travel expense report for non-staff to complete for reimbursement of approved travel expenses (per diem, mileage, baggage).
2. Per Diem: All NCAA meetings and events can only receive a per diem if reimbursement is approved for the meeting/event. Per diem is allowed for in-person meetings only, virtual attendees are not approved to receive per diem. Per diem should not exceed \$75 and may be claimed for each day away from home or school. No more than one day's travel each way may be claimed. Per diem covers all incidental expenses including airport parking, tolls, airline seat fees, internet access, ground transportation, and meals not provided by the NCAA.
3. Fixed Amount: The two types of fixed amount reimbursements are honorarium and fixed amount stipend.
 - a. Honorarium – Pay for services rendered are processed via Knowledge Services. NCAA travel-related travel expenses are paid through the Travel Expense System (per diem, mileage, and baggage only).
 - b. Fixed Amount Stipend – Pay for travel-related expenses only via TES. A fixed amount stipend is intended to help offset the cost of meals and miscellaneous travel expenses including mileage, per diem, and baggage. Stipend should not exceed \$1,500.
4. If payee has a contract through purchasing and is paid via invoice, the travel reimbursements should be processed on the invoice. Travel expenses MUST be within travel policies.
5. Filing Expense Reports: Expense reports should be filed within 15 days of each trip through the Travel Expense System.
6. Receipts: Receipts are required to be submitted for all miscellaneous charges not covered by per diem. Receipts should include detailed information on the expense. For meals, the receipt must include the itemized, detailed receipt not just the credit card receipt. For lodging, the receipt must be the itemized, detailed invoice or folio from the hotel not just a credit card statement. Tips are to be included within the appropriate expense type (i.e. meal tips add to meal total, hotel tips add to lodging total).

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7. Hotel Arrangements: The staff liaison will make all hotel arrangements and communicate those to travelers in advance of the meeting. The Association will pay single-room and tax charges for travelers attending on Association business. Incidental charges shall be the responsibility of the traveler.

Travelers will be expected to utilize the hotel rooms reserved for them by the staff liaison. Travelers who choose to stay elsewhere will not be reimbursed for the cost of lodging.

MISCELLANEOUS

1. Travel Insurance: The NCAA provides several liability and accident-medical insurance coverages for NCAA committee, program, or other travelers. When travel is an element, coverages apply when travelers are traveling directly to and from their home communities and the site of their committee or program responsibilities. When a travel itinerary includes interim stops for business not associated with committee or program duties, NCAA travel coverage applies only during the legs of the trip immediately to or from the committee or program activity site.
2. Accident Medical Coverage Insurance: The NCAA's participant accident policy provides up to \$90,000 accident medical coverage for a traveler who is injured while performing committee or program duties or while traveling directly to or from committee or program activities. This insurance is available only after all other coverages available to the traveler have been exhausted. Please note that this insurance does not apply to illnesses.
3. Taxable Expenses: Certain items on the statement of expense are considered taxable - this includes fixed amounts and per diems. If your annual taxable income from the NCAA exceeds \$600, a 1099-MISC will be issued to you. This amount should be included on your annual income tax return. It is the responsibility of the recipient to keep track of actual expenses incurred in order to reduce the tax liability.
4. Electronic Reimbursement: Travelers must file an expense report through the online Travel Expense System after each trip to claim their reimbursement. Travelers must have their reimbursement paid electronically (direct deposit/ACH) either to self or an organization. Payments made to a university will not be considered taxable income.
5. Meeting or Event Attendance: Travelers shall not qualify for reimbursement of expenses if they fail to remain in actual attendance at the committee, program, or other meetings for its entire duration as announced in advance. However, committee, program, or other travelers with valid reasons and pre-approval for late arrival or early departure may be granted permission by the NCAA travel staff and receive reimbursement.
6. Subcommittee and Other Policies: Subcommittees, ad-hoc groups, task forces, etc., are subject to the same travel policies outlined here unless exceptions are granted by the travel staff.

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7. **Exceptions:** Some exceptions to these policies will be approved for the Board of Governors, Division I Board of Directors and Presidential Forum, Division II Executive Board and Division III Presidents Council, as allowed by the NCAA chief financial officer. These travelers may be departing from a different location than their campus due to other university obligations. The NCAA will allow them to depart or return to a different location than their campus.
8. Any travel, entertainment or expenses incurred that do not comply with NCAA policy will not be reimbursable.
9. **Exceptions to the Travel Policy:** Any travel outside these travel policies can only be authorized by the NCAA travel staff.

III. WEB ADDRESS FOR THIS POLICY

https://ncaa.sharepoint.com/policies/Policies/TR-03_Non-Staff_Travel_Expense_Meeting_Events_Policy.docx?d=wf529eba670ed406d834055d70164d070

IV. CONTACTS

Subject matter	Office name	Telephone number
Policy clarification and interpretation	Travel	317-917-6757

V. DEFINITIONS

Term (alphabetical order)	Definition
Centerplate/Sodexo	Official catering company at the NCAA national office with exclusive rights to provide food and beverage in the NCAA Conference Center and Hall of Champions.
Committee, Program, or Other Traveler	Non-NCAA staff person approved to travel on NCAA business at NCAA expense.
NCAA Travel Staff	NCAA staff responsible for management of all travel paid for by the Association. This staff is also responsible to review requests for exceptions to the policy and make decisions on their appropriateness.
Short's Travel	The official travel management company for the NCAA.

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