

DIVISION I CHAMPIONSHIPS TRANSPORTATION AND PER DIEM POLICIES

INTRODUCTION

During the 2007-08 academic year, 88 championships will be held in locations all across the United States. The NCAA will spend in excess of \$30 million to transport student-athletes, teams, officials and support personnel to and from their destinations.

To help control travel costs, the NCAA has entered into an agreement with Short's Travel Management of Waterloo, Iowa, to provide transportation and special services to persons traveling on NCAA business. Since transportation costs are billed directly to the Association, all travel must be arranged through Short's. They can be reached by phone at 866/655-9215 or by e-mail at ncaaalo@shortstravel.com. The following information outlines the NCAA travel policies and procedures for 2007-08.

GENERAL INFORMATION

- Championships Portal. The NCAA and Short's have been working to provide new technology to make championships travel as easy and efficient as possible. One of the initiatives is a Web site 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 hope that by using these tools, teams can eliminate many of the initial phone calls and faxes, as well as extensive wait times, they have experienced in the past. Institutions have been assigned a username and password for the system that has been sent 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.
- Team Expense Reimbursement. Expense reimbursement for participation in the 2007-08 championships will now be filed through an online system. The new Travel Expense System (TES) can be found on-line at <http://www1.ncaa.org/finance/travel/index.html>. All competing institutions must request reimbursement through the new system in order to receive the appropriate reimbursement.
- Airline Reservations and Tickets. All airline reservations must be made through Short's Travel in order to receive the NCAA guarantee for air travel. Airline reservations must match the name exactly as it appears on the photo identification. The Association pays for the tickets for official traveling party members and those individuals qualified to compete. 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.

Since your airline tickets will be purchased through Short's Travel, you should not claim this expense through the online system. However, the itinerary must be entered in the appropriate places, as well as the date of departure from the campus and the site of competition.

Due to changes in the airline industry, many airlines have placed severe restrictions on

their tickets. This means that if a participant misses a flight, their ticket will most likely be worthless and a new ticket will have to be purchased. Therefore, it is imperative that any changes are made well before the scheduled departure time of the flight for which a participant is ticketed. In addition, stand-by options have also been restricted. Therefore, if a team or participant knows they will be unable to make their scheduled flight, they should contact Short's at least two hours prior to scheduled departure to make any changes.

As an added value to the membership, institutions may also make reservations through Short's for persons not in the official traveling party. By doing so, institutions are able to 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 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 have paper tickets, e-ticket receipts or a copy of their itinerary in order to go through airport security. Please note, athletics equipment such as gym bags, trunks or boxes may be subject to inspection at check-in.
- **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.
- **Travel Exceptions.** Be advised that if extraordinary circumstances may warrant an exception to the Association's guidelines, you must contact the NCAA's travel department for approval **PRIOR TO** confirming any travel arrangements. The travel group can be reached at 317/917-6757, or by e-mail at travel@ncaa.org.

TRANSPORTATION POLICIES

1. Teams located within 350 ground miles of the competition site are required to travel via ground transportation. For Division I men's and women's basketball, teams located within 300 ground miles of the competition site are required to travel via ground transportation. Mileage will now be calculated using the NCAA's reimbursement system. That system can be accessed by members through the NCAA's Web site. The URL for the Web site is <http://www1.ncaa.org/finance/travel/index.html>. This is the same page where all travel policies and quick reference guides are located. On that page, click the link for the Travel Expense System. On that page, click Mileage Calculator.
2. If an institution is eligible to use air transportation to the site of the championship, and there is a major airport located within 120 miles of the championship site, then the participating institution is required to fly into/out of that airport and utilize ground transport to and from

the site of competition. This also applies if the originating airport is located within 120 miles of the participating institution's campus. This policy only applies when airfare is less expensive from the more distant airport.

If an institution is eligible to use air transportation, they may choose to drive to the site of competition due to difficulties in arranging air travel. Should this occur, the institution will be reimbursed the lesser of what airfare would have cost, or the eligible ground transportation. For team sports, eligible ground transportation is the amount allocated for teams that must drive to the site of competition (see **Appendix** for allocations by sport). For individual-team sports, eligible ground transportation is mileage per person.

3. Local transportation must be paid by the institution. Transportation between the team's hotel and the competition or practice site is considered local transportation. If a competition site is located outside the metropolitan area of an airport (more than 50 round-trip miles) reimbursement may be claimed, per paragraph 4. If the competition site is within 50 round-trip miles, any transportation costs are the responsibility of the institution. In addition, host institutions or institutions within 25 miles of the site are not eligible for ground transportation reimbursement.
4. When institutions are required to travel by ground transportation to the site of competition, the institution may choose any mode of transportation it desires. The NCAA will reimburse the institution a flat rate, plus a mileage allotment, for team sports (see **Appendix** for ground transportation allocations by sport). For individual-team sports, mileage per person will be reimbursed.

When institutions fly to the site of competition, they may also be eligible for reimbursement for ground transportation from their campus to the airport or from the airport to the site of competition. If either of these segments are more than 25 miles one way, reimbursement may be claimed. The same flat rate and mileage allotment will apply to each round trip, for team sports. The same mileage rate per person will apply for individual-team sports.

5. For individual-team sports, when teams are required to travel by ground transportation to the site of competition or are eligible for reimbursement at the site, reimbursement will be provided at a rate of 43 cents per mile, per participant, not the actual cost of ground transportation
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-athlete's 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 traveling 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. Charter options will be pursued by Short's only if reasonable commercial options are not available. All charter flights for a team's participation in an NCAA championship must be arranged through Short's. If an institution desires an unusually high seating capacity or it appears that a charter will not be economical, Short's will advise the institution of the options available within the required guidelines. For all championships, the NCAA will pay the prorated cost for the official traveling party based on the charter's total cost and the number of seats available on the aircraft, but not to exceed the regular coach fare. The institution must pay for additional passengers above the official traveling party size. The NCAA has final approval of any charter that is part of the NCAA travel guarantee. Please note charter service to championships is limited. Institutions should be prepared to adjust departure and return time, to book commercial reservations, or to split the traveling party.
8. Flight options, both commercial and charter, are limited due to the quick turn around 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 traveling party.

PER DIEM POLICIES

1. Per diem rates, as approved by the Division I Championships/Competition Cabinet for each Division I and National Collegiate championship, can be found in the **Appendix**.
2. 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. One for the day prior to the competition, if travel occurred on or before that day.
 - b. One for each day a team competes.
 - c. One for each day intervening between a team's contests.
 - d. One-half for the day of departure from the site provided the team did not compete on that day.
3. For individual sports, per diem will be provided for all qualifying student-athletes and the allowable number of non-athletes. The **Appendix** includes the formula for determining the allowable number of non-athletes by sport.
4. If either a host institution's on-campus dining or residence facilities are open and available to student-athletes, the host institution shall receive one-half day per diem for each day the institution competes. If the host institution's campus dining and residence facilities are both closed, the institution shall receive the full per-diem allowance for each day the institution

competes and each day between competitions.

This policy shall also apply to competing institutions located in the same metropolitan area as the championship site (i.e., those located within 25 miles of the site). In addition, host institutions or institutions within 25 miles of the site are not eligible for ground transportation reimbursement.

5. **For men's and women's basketball only:** In order to receive full reimbursement for transportation and per diem, each institution's official traveling party must include 30 band members, 12 cheerleaders and one mascot. If the traveling party does not include 30 band members, 12 cheerleaders and one mascot, the institution shall receive per diem and transportation expenses for the actual number of band members, cheerleaders and mascot who attend. Institutions will not receive per diem for "rented bands".

CONTACT INFORMATION

If you have any questions regarding these policies, or need additional information, please contact the following:

NCAA Travel Department

Phone: 317/917-6757

Fax: 317/917-6758

E-mail: travel@ncaa.org

Address: P.O. Box 6222
Indianapolis, IN 46206

- * Juanita Sheely- Asst. Director for Travel and Insurance
- * Melissa Montgomery- Travel and Insurance Coordinator
- * Kathy Skrzypczak- Admin. Assistant

Short's Travel

Phone: 866/655-9215

Fax: 319/234-0366

E-mail: ncaaalo@shortstravel.com

Address: 1203 W. Ridgeway Avenue
Waterloo, IA 50701

- * Kris Fratzke- Account Executive
- * Brenda Hager- Manager

APPENDIX- DIVISION I CHAMPIONSHIPS

TEAM SPORTS

SPORT	TRAVEL PARTY SIZE	PER DIEM RATE	PER DIEM	GROUND TRANSPORTATION
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FALL SPORTS

Field Hockey	28	\$115	Standard team per diem	\$3,000 and \$1.25 per mile
I-AA Football Prelim Rounds	130	\$115	Standard team per diem	\$12,000 and \$5 per mile
I-AA Football Final Round	145	\$115	Standard team per diem- 2 days prior for finals round only	\$12,000 and \$5 per mile
M Soccer	27	\$115	Standard team per diem	\$3,000 and \$1.25 per mile
W Soccer	28	\$115	Standard team per diem	\$3,000 and \$1.25 per mile
W Volleyball	22	\$115	Standard team per diem	\$3,000 and \$1.25 per mile
M Water Polo	20	\$115	Standard team per diem	\$3,000 and \$1.25 per mile

WINTER SPORTS

M Basketball- Prelim Rounds	75	\$170	Standard team per diem	\$6,000 and \$2.50 per mile
M Basketball- Final Four	100	\$210	Standard team per diem- Teams that lose in semis receive 4 days	\$9,000 and \$3.75 per mile
W Basketball- 1 st /2 nd round host	52	\$170	Standard Host per diem	No transportation provided
W Basketball- 1 st /2 nd round visitors	75	\$170	Standard team per diem	\$6,000 and \$2.50 per mile
W Basketball- Regionals	75	\$170	Standard team per diem	\$6,000 and \$2.50 per mile
W Basketball- Final Four	100	\$215	Standard team per diem- 2 days prior for finals, teams that lose in semis receive 4 days	\$9,000 and \$3.75 per mile
W Bowling	13	\$115	Standard team per diem	\$3,000 and \$1.25 per mile
M Ice Hockey	37	\$115	Standard team per diem	\$3,000 and \$1.25 per mile
W Ice Hockey	34	\$115	Standard team per diem	\$3,000 and \$1.25 per mile

SPRING SPORTS

Baseball	35	\$115	Standard team per diem	\$3,000 and \$1.25 per mile
M Lacrosse	40	\$115	Standard team per diem	\$3,000 and \$1.25 per mile
W Lacrosse	36	\$115	Standard team per diem	\$3,000 and \$1.25 per mile
Rowing	31 (14 ind)	\$115	Standard team per diem	\$3,000 and \$1.25 per mile
Softball	28	\$115	Standard team per diem	\$3,000 and \$1.25 per mile
M Volleyball	21	\$115	Standard team per diem	\$3,000 and \$1.25 per mile
W Water Polo	20	\$115	Standard team per diem	\$3,000 and \$1.25 per mile

APPENDIX- DIVISION I CHAMPIONSHIPS

INDIVIDUAL-TEAM SPORTS

NA= Non-athlete Ind= Student-Athlete

SPORT	ALLOWABLE NON-ATHLETES	PER DIEM RATE	PER DIEM	GROUND TRANSPORTATI ON
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FALL SPORTS

M Cross Country	3 NA per team, 1 NA for 1-3 ind 2 NA for 4-6 ind	\$115	2.5 days for all eligible travelers	43 cents per mile per person
W Cross Country	3 NA per team, 1 NA for 1-3 ind 2 NA for 4-6 ind	\$115	2.5 days for all eligible travelers	43 cents per mile per person

WINTER SPORTS

Fencing	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	\$115	4.5 days for all eligible travelers	43 cents per mile per person
M Gymnastics	5 NA per team, 1 NA for 1-3 ind, 2 NA for 4-6 ind, and 3 NA for 7-9 ind	\$115	3 days for all eligible travelers	43 cents per mile per person
W Gymnastics	5 NA per team, 1 NA for 1-3 ind, 2 NA for 4-6 ind, and 3 NA for 7-9 ind	\$115	4 days for all eligible travelers	43 cents per mile per person
M Indoor Track	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	\$115	3 days for all eligible travelers	43 cents per mile per person
W Indoor Track	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	\$115	3 days for all eligible travelers	43 cents per mile per person
Rifle	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	\$115	3.5 days for all eligible travelers	43 cents per mile per person
Skiing	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	\$115	5.5 days for all eligible travelers	43 cents per mile per person
M Swimming	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	\$115	4 days for all eligible travelers	43 cents per mile per person
W Swimming	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	\$115	4 days for all eligible travelers	43 cents per mile per person
Wrestling	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	\$115	4 days for all eligible travelers	43 cents per mile per person

SPRING SPORTS

M Golf	3 NA per team, 1 NA for 1-3 ind	\$115	5.5 days for all eligible travelers	43 cents per mile per person
W Golf	3 NA per team, 1 NA for 1-3 ind	\$115	5.5 days for all eligible travelers	43 cents per mile per person
M Tennis	5 NA per team, 1 NA for 1-3 ind, 2 NA for 4-6 ind	\$115	5.5 days (Team) or 5 days (Ind) for all eligible travelers	43 cents per mile per person
W Tennis	5 NA per team 1 NA for 1-3 ind, 2 NA for 4-6 ind	\$115	5.5 days (Team) or 5 days (Ind) for all eligible travelers	43 cents per mile per person
M Outdoor Track	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	\$115	4.5 days for all eligible travelers	43 cents per mile per person
W Outdoor Track	1 NA for 1-3 ind, 2 NA for 4-6 ind, 3NA for 7-9 ind and 5 NA for 10+	\$115	4.5 days for all eligible travelers	43 cents per mile per person