



## Team Travel Expense Reimbursement Guidelines Final Event: Monday, April 24, 2023

### Host:

Jane Street  
250 Vesey Street  
New York, NY 10281

Finalist teams will receive funds from M3 Challenge to help pay for travel and related expenses incurred to get to and from the final event. To receive reimbursement, teams must submit receipts and documentation using a SIAM-provided expense report form.

### Who is eligible for reimbursement?

The teacher-coach, one additional chaperone, and team members. No parent/guest expenses are covered, and additional guests are not permitted at the presentations or award ceremony. M3 Challenge asks that each team designate one person (or entity) to gather all receipts and submit expenses together so that one reimbursement per team may be made.

### What is the allowance for food/dining?

The maximum allowance for food/dining is \$79 per (full) day per person (\$18/\$20/\$36 plus \$5 incidentals). A maximum of two days' meal expenses per person will be allowed. Due to reimbursement reconciliation regulations, **itemized receipts for meals are required along with credit card receipts.**

### What if an overnight stay is required?

Teams should plan to arrive at the final event location by 7:30 a.m. on Monday and should be committed to staying at that location until as late as 4:30 p.m. that day. Teams that require an overnight stay to comfortably attend the final event are eligible for additional reimbursement. A maximum of three rooms per team for up to two nights is allowed.

Accommodation reservations will be handled during your travel arrangement process. M3 Challenge has booked and paid in advance for three rooms per team at a local hotel that is within a 10-minute walk to the final event location.

**Exceptions** to these maximums will be made on a case by case basis, based on team circumstances. Please notify [m3challenge@siam.org](mailto:m3challenge@siam.org) if your situation requires an exception.

**More information on reverse.**

### **How do we book our air/ground transportation?**

All students, teacher-coaches, and chaperones eligible for flight reimbursement **must fly together, departing from and returning to the same airport.**\* M3 Challenge has partnered with Krueger Event Management to book flights and ground transportation. **Please contact them within three days of finalist notification to arrange your travel itinerary.**

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\*If all members of the team cannot travel together due to extenuating circumstances, exceptions will be considered. Please notify [m3challenge@siam.org](mailto:m3challenge@siam.org) immediately if your situation requires consideration for an exception. Please note that if the full team cannot be in place due to their inability to make travel connections/schedules work, the entire team may have to withdraw from the final event.

If an exception is made by M3 Challenge and a student travels alone for any leg of the trip or needs a different itinerary, a release form must be completed in advance by the student (if 18 or over) or by their parent and/or the school. Any price difference in travel, accommodation, and other expenses compared to those of the rest of the team that is traveling together will be borne solely by the student or parent of the student that is not traveling with the team. Release language is available upon request. Individual student conflicts should not delay a team's ability to make travel arrangements during the week they are notified (usually the last week in March).

### **Travel documents**

It is the responsibility of each individual team member and coach to secure on time all documents (e.g. passports, visas, or any other documentation), that are required for them to travel to the final event in New York City, United States.

### **Will M3 Challenge reimburse the cost of a substitute teacher?**

M3 Challenge will reimburse a team's school for the cost of a substitute teacher for the team coach (maximum \$140) for the day of the awards and presentations. The teacher-coach or school administrator must submit the request for reimbursement on school letterhead or via an e-mail sent from a school district e-mail address and indicate the "pay to" and address where it should be mailed.

### **When will we be reimbursed?**

Reimbursement for expenses incurred at the final event will reach you within 4–6 weeks from the date we receive your receipts and expense reports. If a "rush" turnaround is needed, please note that on your request for reimbursement and it will be processed as quickly as possible.

### **Other questions?**

Contact us via e-mail at [m3challenge@siam.org](mailto:m3challenge@siam.org).