



## Team Travel Expense Reimbursement Guidelines Final Event: Monday, April 27, 2020

### Host:

Jane Street

250 Vesey Street

New York, NY 10281

The 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. Receipts and documentation for reimbursement must be provided using a SIAM-provided expense report form.

### Who is eligible for reimbursement?

Teacher-coach, one additional chaperone, team members (no parent/guest expenses are covered, and additional guests are not permitted at the presentations or award ceremony).

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

The maximum allowance for food/dining is \$76 per (full) day per person (\$18/19/34 plus \$5 incidentals). A maximum of two days' meal expenses per person will be allowed. **Please submit itemized receipts for meals** along with any credit card receipts due to reimbursement reconciliation regulations.

### What if an overnight stay is required?

Teams that require an overnight stay in order to comfortably get to the final event are eligible for extra reimbursement as detailed here. Teams should plan to arrive at the final event location on Monday no later than 7:45 a.m. and should be committed to staying at that location until 3:00 p.m. that day.

M3 Challenge has booked in advance three rooms per team at a local hotel. If you wish to book your own hotel due to modified travel plans, please notify M3 headquarters **within three days of finalist notification**. The per diem for rooming expenses is \$253 per night, per room, excluding taxes, determined in accordance with the location and the GSA per diem rates. Most teams will need only one overnight stay; those at a great distance may need two overnight stays; and a maximum of three rooms per team per night is allowed.

The hotel selected will be a 5–10 minute walk from 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, coaches, and chaperones eligible for flight reimbursement must fly out of and return 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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**Will M3 Challenge reimburse the cost of a substitute teacher?**

M3 Challenge will reimburse the team's school for the cost of a substitute teacher for the team coach (maximum \$140) for the day of the awards and presentations. Simply 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 to 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. A "rush" turnaround is possible to request, and will be processed as quickly as possible.

**Other questions?**

Contact us via e-mail at [M3challenge@siam.org](mailto:M3challenge@siam.org).