Team Travel Expense Reimbursement Guidelines for Final Event
Monday, April 25, 2016

The top six teams will receive funds to help pay for travel and related expenses incurred to get to and from the final event. Receipts and documentation must be provided for reimbursement.

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—it will be live streamed).

What is the maximum allowance for food/dining?
The maximum allowance for food/dining is $74 per (full) day per person ($17/18/34 plus $5 incidentals).

A maximum of two days’ meal expenses per person will be allowed for teams east of the Mississippi River; three days for others. Please submit itemized receipts for meals along with any credit card receipts, due to new government regulations.

What if an overnight stay is required?
Teams that require an overnight stay in order to comfortably get to NYC for this event are eligible for extra reimbursement as detailed here. Teams should plan to arrive at Moody’s building on Monday no later than 7:45 a.m. and should be committed to staying in NYC until 6:00 p.m. that day. (Note: the event will be over by approximately 2:30 p.m. when we will walk to the NYSE and the Champs will ring the closing bell).

M³ Challenge will pay for one overnight stay per team east of the Mississippi River; two overnight stays for the others.

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 $270 per night, per room, excluding taxes. A maximum of three rooms per team per night is allowed.

The hotel is just a 5–10 minute walk from Moody’s.

Exceptions to these maximums will be made on a case by case basis, based on team circumstances. Please notify m³challenge@siam.org to describe your situation.

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. M$^3$ Challenge has partnered with Avenue Two Travel to book flights and ground transportation. Please contact them within three days of finalist notification to arrange your travel itinerary.

Bill Myers
Avenue Two Travel
Villanova, PA 19085
610-243-1100 Main Office
800-220-8747 Toll Free
bill.myers@avenuetwotravel.com

What if we are driving to the event?
The most convenient parking garage is located on Barclay Street between Broadway and Church, one block from Moody’s Corporation.

The street address and telephone number for Moody’s is:
Moody’s Corporation
7 World Trade Center at 250 Greenwich Street
New York, NY 10007
(212) 553-3788 or (212) 553-6867

How do we get to Moody’s if using public transportation?
Use NYC’s Metropolitan Transportation Authority. The nearest subway stations are World Trade Center (A, C, 2, 3) and Park Place (A, C, E, 2, 3).

Will the M$^3$ Challenge reimburse the cost of a substitute teacher?
M$^3$ 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, but it is not encouraged.

Other questions?
Contact us via e-mail at M3challenge@siam.org