



Team Travel Expense Reimbursement Guidelines M3 Challenge Final Event: Monday, April 29, 2024

HOST:

Jane Street
250 Vesey Street
New York, NY 10281

THE BASICS:

Who travels to New York City for the Final Event?

The coach and team members, with one additional chaperone permitted if needed. While the coach is expected to attend, they may provide a reasonable substitute if necessary. 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 additional parents/guests opt to travel with the team, they must cover their own expenses. Our travel professional may be able to assist with travel arrangements for extra guests if they provide a credit card. Note that these additional guests are not permitted to attend the presentations or award ceremony.

When must the team be at the final event?

Teams should plan to arrive at the final event location by 7:30 a.m. on Monday April 29, and should be committed to staying at that location until between 3:30–4:30 p.m. ET that day.

How are travel arrangements made?

Every traveler must complete the traveler information form (link is in your finalist notification letter) **within three business days of finalist notification**. Please designate one contact person—either the teacher or the chaperone—with whom the travel professional can communicate exclusively about team travel.

M3 Challenge has partnered with Krueger Event Management to book flights, ground transportation, and manage hotel space.

Karen Krueger
Krueger Event Management
(o) 724.384.8839
(c) 724.480.7852
Karen@KruegerEvents.com

Once all travelers on your team have completed the form, the travel professional will reach out to the designated contact person to plan for your travel.

TRAVEL/HOTEL/MEAL EXPENSES AND REIMBURSEMENT

Does M3 Challenge cover our overnight stay?

Our travel professional will reserve and pay for hotel rooms for teams that require an overnight stay to comfortably attend the final event. M3 Challenge typically covers three hotel rooms per team for one night at a hotel that is within a 10-minute walk to the final event location. If travelers want to extend their stay in New York City or reserve extra rooms for additional travelers, they may do so at their own expense. Our travel professional may be able to make travel arrangements for such extensions. The hotel will require a credit card for each team group, from the coach or chaperone, to be presented at check-in should any incidental purchases be made.

Note that M3 Challenge expectation is that up to four students or two teacher/chaperone adults of the same gender may share a room. School policies stipulating travel or rooming guidelines that are different must be provided in writing and in their original and entire form to be considered.

Does M3 Challenge cover meals/incidentals during our trip?

M3 Challenge will reimburse each traveler to cover the cost of meals and incidentals by using per diem rates benchmarked from US government rates for New York City (\$79/day at the time of publication).

- On the first and last date of travel, the daily rate is \$59.25.
- Since breakfast and lunch are provided on the day of the Final Event, allowance on that day will be for dinner only (\$36).
- Most travelers will receive \$95.25 total (\$59.25 for Sunday, their arrival day, and \$36 for dinner Monday, as they will depart after the final event).

Receipts are not required to receive per diem.

Exceptions to these hotel and meal maximums will be made on a case-by-case basis, based on team circumstances. Please notify m3challenge@siam.org if your situation requires consideration of an exception.

When will we receive checks for per diem?

Checks for per diem to cover meals/incidentals associated with travel to the final event will be mailed to each final event participant, to the address provided in the traveler information form and should arrive within 6–8 weeks of the final event date.

Are there any out-of-pocket expenses for the team?

The only up-front out-of-pocket expenses you should incur are for meals and incidentals; and after the final event, checks will be mailed to each individual traveler at the per diem meal rate, as described above. Your transportation and hotel rooms will be pre-paid via our travel professional (including gratuity unless otherwise stated).

Occasionally there are mishaps that require unexpected out-of-pocket expenses associated with travel to the final event. If this happens, please keep receipts. M3 Challenge may be able to reimburse these expenses.

Note that any expenses teams incur related to sight-seeing, souvenirs, or other items not related to M3 Challenge participation, are not eligible for reimbursement.

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 or school administrator

More information on next page.

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. Requests can be made to m3challenge@siam.org.

TEAM TRAVEL GUIDELINES

All students, coaches, and chaperones eligible for travel reimbursement **must travel together, departing from and returning to the same location**. If all members of the team cannot travel together due to extenuating circumstances, exceptions will be considered; discuss exceptions with the travel professional early so we can address concerns promptly. 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 such that a student is to travel alone for any leg of the trip or needs a different itinerary than the rest of the group, the following rules apply.

1. A release form must be completed in advance by the student (if 18 or over) or by their parent/guardian and/or the school. Release language is available upon request.
2. Any price difference in travel, accommodation, and other expenses compared to those of the rest of the team that is traveling together must be borne solely by the student that is not traveling with the team.
3. Individual student exceptions must not delay a team’s ability to make travel arrangements.

Travel documents

It is the responsibility of each traveler 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.

OTHER QUESTIONS?

Contact us via e-mail at m3challenge@siam.org.