

## Summer Mathematics Programs Consortium 2024 Conference Reimbursement Policy

Welcome to the how-to document for Consortium Conference participants about financial matters! This document describes the Mathematics Foundation of America's systems for reimbursements. (MFOA is the official name of the non-profit organization that houses the Summer Mathematics Programs Consortium.) Here's what is addressed in this document:

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If you have any questions, please email [conference-organizers@summermathprograms.org](mailto:conference-organizers@summermathprograms.org) and we'll be happy to help.

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### Reimbursement Policy

The [Summer Mathematics Programs Consortium](#) is grateful to acknowledge [our generous supporters](#) who are making our 2024 Conference possible. With their help, we will be covering participant expenses for those joining us in person so as to make the conference accessible to all members of our community.

MFOA will reimburse participants for travel expenses associated with travel to the conference that are not otherwise covered. If you have another source of funding—for example, grant funding that covers this trip—please use that funding source as primary and MFOA as secondary. MFOA will also cover the cost of hotels and meals during the event.

Expenses must be substantiated with receipts and submitted with a request for reimbursement within a reasonable amount of time after incurring the expense. We cannot reimburse expenses incurred that are not adequately substantiated. (See below for details on how to substantiate mileage reimbursements; contact us with questions about other expenses without receipts.)

These policies are as flexible as possible to allow for each traveler to make the decisions that work best for them; in return, we ask each visitor to keep in mind that we're a small non-profit. (If you live in Chattanooga, Tennessee and the conference is in Atlanta, Georgia, we will follow up with questions if you put in a request for \$1,000 of travel expenses.)

## Budget for each participant

### **Travel budget: \$1000**

In 2024, MFOA's reimbursement cap for travel *inside* North America is \$1,000. If you will be traveling from/to other regions, talk to us. Similarly: the cap is meant as a general guideline, but costs even for domestic travel can vary widely; talk to us if your travel requires additional funding. Of course, coming in under the cap is great! Details about what's covered are below.

### **Hotel budget: \$672 (Members and Affiliates) or \$426 (Other Participants)**

We have reserved rooms in a block at the [Georgia Tech Hotel and Conference Center](#); we will cover the cost of rooms (individual or shared) for up to 3 nights (Thursday, Friday, Saturday) for Consortium Members and Affiliates, and for up to 2 nights (Friday, Saturday) for non-members. We will cover the base cost of rooms and applicable taxes; you are responsible for any incidentals.

If you book a non-standard itinerary for your stay (e.g. a room in our block for extra nights, or alternate housing arrangements), you may submit a receipt for reimbursement and we will reimburse up to the equivalent dollar amount.

If your hotel stay is within the standard nights, you do not need to request reimbursement: we will cover the cost directly.

### **Food: \$75 (Members and Affiliates) or \$50 (Other Participants)**

We will either provide dinner as part of the conference activities, or reimburse up to \$25 per person per day for dinner for up to 3 nights (Thursday, Friday, Saturday) for Consortium Members and Affiliates, and for up to 2 nights (Friday, Saturday) for other participants.

## Driving To/From the Conference

MFOA will reimburse mileage for travel to and from the conference at the standard IRS business rate (as available on the [IRS Standard Mileage Rates Webpage](#)), up to the reimbursement cap; this is intended to cover both the cost of gas and the wear and tear on the vehicle. You may request reimbursement by submitting a mileage log as an attachment to the expense reimbursement request. (An image or PDF of Google Maps showing the roundtrip mileage will suffice as a log.) On-site parking (e.g. at the hotel) is also eligible for reimbursement.

## Travel to the Conference by Air, Train, or Bus

### What itineraries will MFOA cover?

- MFOA will cover the cost of standard economy class tickets. (Airlines often offer a discounted "saver" or "basic" class of service, but this typically comes with very restrictive policies; to provide appropriate flexibility, MFOA will cover the cost of "standard" economy seats.)
- MFOA will cover the cost of the cheapest *reasonable* flight. What is a reasonable flight? It is a flight which is not a red-eye, reaches the destination before midnight, is non-stop or has reasonable layovers, and is on a major carrier (as opposed to an ultra-low-cost carrier like Spirit or Ryanair). This may not be strictly the least expensive option (and prices naturally fluctuate), and it's reasonable to elect (for example) to take a non-stop flight rather than a slightly cheaper but much less pleasant trip with layovers. Nonetheless, we encourage travelers to plan ahead and shop economically. If you have questions about whether your preferred itinerary is reasonable, check in with the conference organizers at [conference-organizers@summermathprograms.org](mailto:conference-organizers@summermathprograms.org).
- MFOA will cover baggage fees for checked luggage. (Be reasonable; don't check 6 bags.)
- Airfare change fees will qualify if the change in flights was due to business reasons and/or requested by MFOA; fees for flight changes due to personal reasons do not qualify for reimbursement.
- Ancillary costs including parking, public transit, taxi, or ride-sharing services can be covered.
- If your travel (from initial takeoff to final landing) takes over 6 hours, food of up to \$30 will be covered. You may purchase this meal in your flight or at the airport (or some combination). If your travel itinerary will take substantially longer than 6 hours and you anticipate spending more than \$30 on food during your trip, talk to us about it.
- The same standards apply to train and bus travel. (To illustrate the parallels: it's reasonable to elect to take an Acela rather than a train with local stops; we do not cover the upgrades to First-class tickets.)

As always: don't forget to save each receipt (including those from your lunch and your parking and so on): you will need the receipts to submit reimbursement requests.

### What if I want to book more complicated travel?

We will reimburse up to the amount of a *reasonable* itinerary on the route and dates which you would typically travel to the conference. Here are some example scenarios to illustrate:

- **Upgrades.** If you elect to upgrade your seat, you should submit a reimbursement request at the level of the standard economy fare for the same itinerary.
- **Multi-city trips.** If you are away from home before and/or after the conference and therefore not traveling from and/or to your home base, MFOA will cover either the cost of the multi-city trip (your actual flights) or the cost for the typical roundtrip (from/to your home base), whichever is less.
- **Making stops on the way.** If you would like to, e.g. visit friends in Philadelphia on your way from Europe to the conference, MFOA will cover either the cost of the trip with extra stops (your actual flights) or the cost for the typical roundtrip (from/to your home base without additional stopovers), whichever is less.
- **Extended dates.** If you want to arrive earlier or depart later, and if it is more expensive than on the standard dates, you should submit a reimbursement request for the fare for the itinerary on the standard dates.

If your travel is nonstandard and you will be requesting MFOA to cover less than the full amount of your trip cost, please submit the receipt for your purchased itinerary (on your preferred route) and, if different, proof of the cost for a reasonable itinerary on the route and dates for which you would typically travel to the conference.

### Per Diem

We will provide breakfast, lunch, and snack breaks, catered on-site at Georgia Tech; and we are offering our conference participants a *per diem* of \$25 per day for dinners on evenings when dinner is not otherwise provided as part of conference activities.

Consortium members may submit reimbursement requests for Thursday, Friday, and/or Saturday meals (up to \$75 total) that are not otherwise included in conference activities; non-members may submit reimbursement requests for Friday and/or Saturday meals (up to \$50 total).

### How to Submit Reimbursement Requests

You can submit your reimbursement request through the [MFOA Reimbursement Form](#). You may do this as early as you wish, and you may make requests in multiple stages or all at once. Please submit all requests no later than October 22, 2024.