

## Evening MBA MAP

### Domestic Project Expenses FAQ and Procedures

Participating MAP sponsors are required to reimburse all reasonable project-related expenses. Below you will find all the information you need on typical expenses as well as some suggestions on making the process go smoothly. The “average” cost to sponsor a project with travel within the United States is \$5,000-\$15,000.

#### WHAT EXPENSES AM I REQUIRED TO REIMBURSE?

This will vary depending on the location and requirements of the project, but here is a general outline of the typical expenses associated with a MAP project:

##### For all projects regardless of distance:

##### 1) All telephone and fax charges:

- When not at your company worksite, students may often need to make phone calls related to the project, for example, telephone research interviews or weekly conference call with their company project liaisons.
- We recommend you purchase calling cards for the team or provide them with disposable cell phones when they are offsite. Conference rooms with phones are available to MAP students while they are on campus at Ross, but they will need a calling card to phone outside of the local Ann Arbor area.

##### 2) Final reports, presentations and optional copying

- Students are required to submit electronic versions of the final report and presentations to the Office of Action-Based Learning and their faculty advisors at the end of MAP. If the faculty should request a hard copy of the final report or presentation for grading, that cost is passed on to the sponsor.
- If you or the faculty should request hard copies of the final deliverables, please be clear with the team how many color copies you will reimburse. Students typically add many visuals like graphs and artwork, and it can become very expensive.

**For long distance projects (those requiring multiple overnight stays) and mid-range projects (those requiring a few overnight stays):**

##### 1) Airfare and transportation

- Please make arrangements via your company's travel office or agent. Individual students on your MAP team will provide you with the necessary information required for ticketing.
- Any transportation to and from the airport, the office, or any work-specific sites should be reimbursed by you. Discuss with the team in advance whether you will pay for transportation to restaurants and how much you regard as reasonable.
- If students drive their own cars, mileage is reimbursed at the company's standard mileage rate.

## **2) Accommodations**

- Students should stay in a minimum three-star hotel or apartment that is safe, clean and has affordable internet access.
- Assume double rooms for same-gender team members. Individual rooms are most appreciated.
- Pay for accommodations with a company credit card or through your internal procedures.
- Students are responsible for any additional costs like movies, mini bar purchases, etc.

## **3) Meals**

- You should provide a meal allowance for students who are working out of town, just as you would your own employees who are traveling. You may follow your own company procedures about policies and reimbursement procedures.

### **For local projects (those requiring no overnight stays):**

#### **1) Vehicle mileage from Ann Arbor to project site**

- Reimbursed at sponsor's standard mileage rate

#### **2) Meals**

- We highly encourage sponsors to provide a meal allowance (or bring in lunch/dinner) for when students are working onsite during the project.

## **WHAT IS THE PROCEDURE FOR REIMBURSEMENT?**

How you reimburse individual students depends on your company policies and procedures. Here are some suggestions on making the process go smoothly:

- Be clear in advance what expenses you will cover and what you will need in order to reimburse. This topic should be an agenda item the first day of project orientation.
- Personal budgets and cash flow are of major concern to students. Your MAP team will greatly appreciate any steps you can take to minimize the burden or shorten the process for reimbursement, such as paying directly for as many pieces of the trip as possible.
- Many companies find that issuing prepaid debit cards is convenient for both parties.
- When reimbursing expenses, follow your company's procedures and work directly with the students. It is not necessary to involve our office or the University.