



## Evening MBA MAP

# International 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 international travel is \$15,000-\$25,000.

### **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:

#### **1) Requirements associated with travel to worksite country or countries:**

- This includes Visa processing fees, required immunizations, travel health insurance, translation costs, etc.
- Immunizations are provided by University Health Services. Students will receive immunizations based upon the guidelines of the United States Center for Disease Control.

#### **2) Coach airfare (including ticketing fees) and transportation**

- If possible, please make arrangements via your company’s travel office or agent. The Office of Action-Based Learning (OABL) will provide you with the necessary information required for ticketing.
- Students typically travel together as a team on dates determined by you. Occasionally, a student is granted an exception to travel independently due to personal circumstances, but only after receiving approval from the team, faculty advisor and the OABL.
- Any transportation to and from the airport, the office, or any work-specific sites including taxis, trains, and rental cars (including parking, fuel or mileage). Discuss with the team in advance whether you will pay for transportation to restaurants and how much you regard as reasonable.

#### **3) 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.
- We encourage sponsors to pay directly for team lodging expenses whenever possible to reduce the amount of money that must be advanced to the team by the University.

#### **4) Meals**

- Students are expected to purchase three moderately priced meals per day.

- General MAP program guidelines state that receipts are not required for breakfast <\$15.00, lunch <\$20.00, or dinner < \$30.00 unless otherwise directed by the sponsor prior to travel.

**5) All telephone, fax and miscellaneous communication 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 calls 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. 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.
- Some teams will use video conferencing for the final presentation if facilities on both ends are available.

**6) 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.

**7) Miscellaneous fees associated with travel:**

- This includes banking and money exchange fees, baggage fees, laundry and dry cleaning.

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

The expense procedure can vary depending on the project, but below are some general guidelines on what to expect:

- As soon as you are notified of your team, the OABL will send you a budget template for any project expenses that will not be paid directly by you. Fill out the budget template and return it to our office. Remember, any expenses that you are paying for directly, for example, airfare or lodging, should not be part of this budget.
- Based on your budget, the University will advance the student team funds for the trip.
- Be clear with your team what expenses you will cover and what you will need in order to reimburse. This topic should be an agenda item at orientation.
- The Office of Action-Based Learning will invoice you for all final expenses associated with the project (that you have not already paid directly) at the conclusion of MAP.
- The University requires original receipts of expenses. As a result, should you request receipts, we will only be able to give you the copies of the originals.