

MATE/MTS ROV Committee
ROV Competition for High School and College Students

Travel Arrangements

Reminder: The MATE Center is paying for travel, room, and board for **three student team members**. This includes:

- Airfare
- Hotel rooms Saturday (May 18, 2002) through Wednesday (May 22, 2002) – 5 nights total
- Shuttle service to/from the Holiday Inn Kennedy Space Center (KSC), to/from KSC, to/from Brevard Community College (BCC), and to/from any dinner venues*
- Meals (breakfast, lunch, and dinner) Sunday (May 19, 2002) through Wednesday (May 22, 2002); breakfast Thursday (May 23, 2002)**

*MATE will also cover the shuttle service for instructors, administrators, and/or “extra” team mentors.

**MATE will not cover meals on Saturday (May 18, 2002) or lunch or dinner on Thursday (May 23, 2002).

Flying

There are two ways for teams flying to Florida to make flight arrangements. They are the following:

- 1) On your own. Many of you have stated that your team would like to fly together, that you have already looked into and found reasonable airfares, and, considering that you, as the instructor, as well as any “extra” student team members planning to attend, will be paying for your own airfare, that you would prefer to make your own arrangements.

If this is the case, you can work with your own travel agent, call the airlines directly, or make arrangements on-line, pay for the flights, send me a receipt or invoice for the three student team members whose airfare MATE is paying for, and MATE will reimburse you. This reimbursement will come in the form of a check within approximately 10 days of receiving your receipt/invoice.

MATE will only reimburse for coach tickets purchased at competitive rates.

- 2) Work with MATE’s travel agent. She can make travel arrangements for your entire team; however, she will be authorized to charge MATE only for the airfares of the three students MATE is funding.

This is how this process will work:

- You will send me the names of the three students who MATE is funding.

- I will send these names to MATE's travel agent and let you know when she has received them. I will send you her name and contact information at that time.
- You, as the instructor, will call our travel agent, identifying yourself and the team/school that you are affiliated with, and proceed with making arrangements. Our travel agent will be authorized to work with you, and only you, to make flight arrangements for the three students whose airfare MATE is funding.
- You will need to provide our travel agent with a credit card number to pay for your, and any other non-MATE funded individual's, flight.
- Mentors and family members can also work with our travel agent to make their flight arrangements. Again, he/she will need to provide our travel agent with a credit card number to pay for his/her flight.

You will need to complete the flight arrangements for the three team members who MATE is paying for 30 days in advance, i.e., by April 18, 2002 if you intend to arrive on Saturday, May 18, 2002. I highly encourage all of you to arrive on Saturday so as not to miss the Sunday orientation and activities.

Your team may arrive early and/or depart late; however, keep in mind that MATE will only be paying for hotel rooms beginning Saturday, May 18, 2002 night through Wednesday, May 22, 2002 night (5 nights total).

Driving

Those teams driving to/from the event will need to complete and return a mileage reimbursement form (see accompanying mileage reimbursement form) by April 30, 2002 to receive reimbursement in advance. We will reimburse each team for roundtrip mileage, one vehicle per team, at a rate of 0.365 cents per mile.

Note: Your team is permitted to use any funds remaining from your \$1,000 building supply money to offset your team's travel costs to the event. If you have not returned your expense form and estimated budget to receive your remaining \$500, please reflect this in your budget estimate.