MIT Sloan EMBA Program does not charge hosts a fee for participation in Global Labs. However, hosts are responsible for the cost of “Appropriate Lodging” at each work site, “Appropriate Transit” to and from each airport and among work sites (if there is more than one work site), and the “Fair Airfare”. The hosts should also cover supplies and services needed on such site such as translation and internet.

The EMBA Program covers all service fees associated with using third-party vendors (e.g., visa expeditor and travel agent), provided that students use these vendors for the services and within the time frame specified by the EMBA Program. MIT will not be responsible for rush processing fees for visas.

All costs not explicitly designated in this document as the responsibility of the host or the EMBA Program office are the responsibility of the student (Example: Airline change fees, dinners, entertainment, vaccines).

Definitions

“Appropriate Lodging” provides:

- An individual room for each student,
- A reasonable commute to the work site (e.g., short walk, access to safe public transportation),
- Includes breakfast, and
- High safety standards

“Appropriate Transit” is safe travel by air, land, or sea provided by reputable carriers (note that students are not permitted to drive while abroad).

“Fair Airfare” is a quote from the EMBA Program’s travel agent, at the time of booking, for the lowest cost of round-trip airfare between a student’s residential airport and the primary work site which ensures:

- Students fly “coach” or “economy” class,
- Students fly with a reputable carrier,
- Students arrive at the primary work site at least 24 hours before they are required to be in the office,
- Every effort will be made for students to spend no more than 24 hours travelling, or, travel the minimum number of hours possible when no such flight is available, and
- Every effort will be made for students to have layovers no longer than 6 hours, or, have the shortest layovers possible when no such flight is available.

Invoicing and Payments

We suggest to students that they do not purchase their project-related airline tickets themselves. Since students cannot be reimbursed until after they have completed their travel and are back on campus in April, the EMBA Program does not want them to be burdened with this personal expense over a period of several months.

Instead, the EMBA Program purchases airline tickets for students’ itineraries to the primary worksite and back to their residential airport through EMBA Program’s designated travel agent, Key Travel. In mid-April, MIT will invoice hosts for all student travel expenses as defined herein. If applicable, the EMBA Program will invoice students for the balance of personal air travel via their MIT Student Accounts. In both cases, payment is due 30 days after the invoice date.

Should a host wish to buy plane tickets and/or book hotels/ground transportation directly, they must indicate in writing to the team that they will cover these arrangements. The host must adhere to the same standards outlined in this document, namely the stipulations under the Appropriate Lodging/Fair Airfare/Appropriate Transit definition and the requirement that students are not directly paying for work-related travel.

Since the airfare will be booked by MIT providers, the host company is required to book the appropriate lodging. The host must provide two hotel options to the student group.
and ask their preference. The group must all stay at the same hotel. The host is responsible to book the lodging and pay directly. Students or MIT are not required to pay lodging costs.

Please note that many students will plan work or personal travel before and/or after their onsite experience and as a result, few students actually have a simple itinerary from their residential airport to the primary work site and back.

It is also important to note that no student will be permitted to travel until they have signed the MIT Travel Risk form.

In summary, the host will be paying for lodging, airfare, and ground transportation (if needed). The lodging and transportation arrangements are made by the host company directly and also paid by the host. The airfare scheduling will be arranged by MIT providers and invoiced to the host after the trip is complete.

**NOTE regarding GO-Lab team travel and lodging expenses for the week of March 16-23, 2019:**

An estimated deposit in advance of GO-Lab travel will be invoiced to hosts on January 15, 2019 in the amount of $15,000 USD.

The remaining balance will be billed by May 2019.

We will customize this invoice for project hosts who do not anticipate GO-Lab team international travel and lodging expenses to exceed $15,000 USD.