

GO-Lab travel period is March 14-21, 2020.

TIMELINE FOR PAYMENT

- GO-Lab student team travel estimates range \$15,000 - \$35,000 USD.
- In advance of GO-Lab travel, **project hosts will be invoiced \$15,000 USD.**
- Invoices will be remitted when projects are matched in December 2019.
- Payment is due prior to travel dates in March 2020
- Any remaining balance will be billed by May 2020.

EXCEPTIONS

MIT will customize invoices for project hosts who do not anticipate GO-Lab team travel and lodging expenses to exceed \$15,000 USD.

TRAVEL FEES

The MIT Sloan EMBA Program does not charge a fee for participation in GO-Lab. However, project sponsors are responsible for cost associate with:

- *“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 will pay all service fees associated with using third-party vendors (e.g., visa expeditor and travel agent), providing 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 project sponsor or the EMBA Program office are the responsibility of the EMBA 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
- Has high safety and cleanliness standards associated with Western-style hotel groups such as a Marriott, Hilton, or Sheraton. We recommend hosting our students with these reputed international hotel groups or equivalent thereof.

“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 PAYMENT

The EMBA Program office will purchase 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 May, MIT will invoice project 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.

The reason that we suggest students do not purchase their own project-related airline tickets is that students cannot be reimbursed until after they have completed their travel and are back on campus in April. The EMBA Program does not want students burdened with this personal expense over a period of several months.

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

Project hosts are required to book the appropriate lodging. The host must provide two hotel options to the student team, and solicit their preference. The entire team must all lodge at the same hotel. The project host is responsible booking and remitting payment for all student team lodging expenses. MIT and students are not required to pay lodging expenses.

NOTE

Students may plan work or personal travel before and/or after their onsite experience. As a result, few students will have a simple itinerary from their residential airport to the primary work site and back.

SUMMARY

In return for participation in GO-Lab, the project host will be responsible for paying lodging, airfare, and ground transportation (if needed) expenses for student teams.

Lodging and transportation arrangements are made and paid for by the project sponsor directly. The airfare scheduling will be arranged by MIT providers and invoiced to the host after the trip is complete.

NOTE

No student will be permitted to travel without a signed MIT Travel Risk form.