

# 2023 FAA DATA CHALLENGE

DRIVING INNOVATION THROUGH DATA

## Travel Reimbursement Information & Policy

Each Finalist university team will be reimbursed up to \$8,000 to offset the cost of travel expenses incurred to participate in person at the 2023 FAA Data Challenge Forum. The Forum is scheduled to be held June 21-22, 2023 at the MITRE McLean, VA facility. To receive a reimbursement, teams must participate in all required Forum events and submit a Travel Reimbursement Form with proof of actual purchase price for expenses by July 21, 2023.

The information below is provided so that teams may plan their travel in accordance with NIA/FAA Travel Guidelines and Policies, which follow Federal Travel Regulations and FAA Acquisition Management System contract cost principles for travel costs. Current government travel and per diem reimbursement rates can be located on the General Services Administration (GSA) website, <http://www.gsa.gov>.

The Travel Reimbursement Form, example invoice, and W-9 Form will be made available on the Information for Finalist Teams webpage, <https://faadatachallenge.nianet.org/2023-finalist-info/>, prior to the Forum.

### TRAVEL GUIDELINES

**Travel Dates:** The two-day Forum will take place June 21-22, 2023. Participants should plan to arrive for the Forum by 5:00 PM ET on Tuesday, June 20, 2023, if possible. A Pre-Forum check-in will be held in the Las Vegas Room at the Hilton hotel from 5:30-6:30 PM to welcome teams. The event will begin at 8:00 AM on June 21<sup>st</sup> and adjourn by 5:30 PM on June 22<sup>nd</sup>.

**Eligible Expenses:** Travel cost reimbursement will cover expenses including airfare, car rental, gas, tolls, mileage, lodging, and meals. Universities must submit proof of actual purchase price for commercial transportation, lodging, and other associated items.

- **Commercial transportation** (airfare and train tickets)
  - Must use a US-owned and operated carrier
  - Reservations should be made at the coach/economy rate. Any upgrades will be at the expense of the traveler (screenshots showing the cost of the premium ticket and coach-fare on the same flight at time of booking will be required as proof of cost difference).
  - Additional fees covered: checked baggage
  
- **Rental vehicles**
  - Select a compact/economy car unless multiple team members will be sharing the same vehicle (ie, a mid- or full-size vehicle may be chosen for three or more individuals). Explanation for selecting the larger vehicle must be clearly stated on the university's

reimbursement submission. Any upgrades for other reasons not noted will be at the expense of the traveler (screenshots showing the cost difference at time of booking will be required).

- Fuel. Cars must be returned with a full tank.
  - Decline the pre-paid gas option.
  - Liability Damage Waiver/Collision Damage Waiver rental car insurance may be accepted.
  - Parking (waived at Hilton)
- **Mileage for personal vehicle usage**
    - The current federal government mileage rate is \$0.655/mile (effective January 1, 2023).
    - Proof of mileage will be required via MapQuest, Google Maps, etc.
    - Gas for personal vehicles is non-reimbursable because it is included in the per mile rate.
    - Parking (waived at Hilton)
- **Taxis, public transit, and other forms of local transportation**
    - Rideshare (Uber, Lyft, etc.) fees (including associated tips)
- **Lodging**
    - Reimbursed according to local government per diem rate, which is \$258/night plus taxes in McLean, VA during June 2023. The Hilton hotel block has guaranteed this rate for participants, as long as reservations are made by May 19, 2023.
    - You may stay at a different hotel if you prefer. Many hotels will honor the government per diem rate upon request (explain that you are participating in an FAA student competition).
- **Meals & Incidental Expenses (M&IE)**
    - Reimbursed according to local per diem rate, which is \$79/day/person in McLean, VA during June 2023. Travel days are pro-rated at 75% (\$59.25/day/person).
    - M&IE will be reimbursed per person and does not require receipts.
    - Internet access fees (waived at Hilton)

## REIMBURSEMENT REQUIREMENTS & DISBURSEMENTS

- Each team should submit one request for reimbursement if at all possible.
- Requests should be entered via the Travel Reimbursement Submission Form by July 21, 2023.
  - The Submission Form will collect contact information for the person who should receive the reimbursement check, W-9 form, itemized invoice, and receipts.
  - Please collect all receipts and submit as one PDF file.
- Receipts are required for commercial transportation, lodging, rental cars, etc.
- Receipts are NOT required for Meals & Incidental Expenses.
- NIA will send the team's reimbursement (up to the \$8,000 max allowed) directly to the university (via the point of contact information entered on the Form).
  - Submissions will be reviewed and approved by NIA and FAA upon receipt.
  - Please allow up to four weeks to receive the reimbursement from date of submission.
  - The university is expected to reimburse any individuals as necessary and appropriate.