Excelerate26 Travel Booking Protocol

The travel reimbursements noted below are for **Global Excel Fellows** (including Israelis who currently live in the US). Israeli Fellows who live outside of the US are **not eligible** for travel reimbursements.

Note that accommodations are *not* covered, but you are welcome to book a room in our recommended hotel at our group rate here.

How to Proceed:

🎟️ **Step 1:** Purchase your ticket to Summit.

✈️ **Step 2:** Book your flight, train, or bus to NYC.

🧾 **Step 3:** Submit receipts on Emburse

💸 **Step 4:** Attend all 3 days of Excelerate26, and receive

reimbursement afterward.

Reimbursement Amounts & Deadlines

	Domestic Flights	International Flights	Bus or Train
Booked & submitted by **January 31**	$500	$750*	$200
Booked & submitted by **March 6**	$200	$500	$200

Please Note:

☐ Reimbursement amounts are a *maximum* value. Please select the most reasonable economy class flight. Excel will not cover the cost of transport to/from the airport. You are welcome to book from any website or travel provider you would like.

☐ Your flights do not need to be a NYC round-trip; you may fly into/out of different cities for personal travel as long as your itinerary includes travel to/from Summit and your reimbursement request is within the applicable maximum.

☐ Flight reimbursement eligibility is based on **where you currently reside**, not where you are traveling from at the time of the Summit.

> Fellows who **currently reside outside the U.S.** (for example, students living abroad) are eligible for **international flight reimbursement**.

> Fellows who **currently reside in the U.S.** are eligible for **domestic flight reimbursement only**, even if they are flying to NYC from an international location due to personal travel.

☐ If you are traveling from these nearby cities—Washington, DC; Ithaca; Boston; Philadelphia; Baltimore; New Haven; Princeton; or Providence—only bus or train travel is reimbursable.

☐ If you do not attend Summit for any reason, Excel will not be responsible for any of the costs associated with tickets.

☐ *If your flight exceeds $750 but is less than $1200, you'll receive a flat $750 reimbursement and be expected to cover the remaining amount out of pocket. If your cheapest flight option exceeds $1200, please reach out to Ben to request financial aid before January 31.

How to Request Reimbursement on Emburse

1. Login to Emburse. **If you don't have an Emburse account with us, please email Ben to request an account setup.**
   a. In order to process reimbursement, your receipts uploaded to Emburse must contain the items below. Please note that receipts should be official booking confirmations, not a screenshot of a credit card summary.
      i. Passenger name
      ii. Flight (with carrier details ex: Jet Blue)/train/bus details
      iii. Cost
2. **On Emburse, please fill out the relevant fields with the following information:**
   ☐ **Category**: Excelerate26 – Excel Summit 2026
   ☐ **Date**: Should be the date of the purchase
   ☐ **Business Purpose**: Excelerate26 Travel
   ☐ **Employee**: (Leave this field blank!)
   ☐ **Department:** Excel – BRINA
   ☐ **Budget Lines:**
      ☐ IF YOU BOOKED A DOMESTIC FLIGHT, use:
         ☐ Birthright Excel – Events in the US (retreat)
      ☐ IF YOU BOOKED AN INTERNATIONAL FLIGHT, use:
         ☐ Birthright Excel – Events in the US (retreat) PayPal
3. Submit expense for reimbursement
4. Attend all 3 days of Summit (note that we will be checking registration throughout the weekend!)
5. Receive reimbursement after the Summit

Below is an example of how your reimbursement may look on Emburse: