TRAVEL GUIDE

Excelerate27 Travel Booking Protocol

Excel Global: Summit 2027 in New York City

Excel reimburses part of your travel to Summit. Follow the steps below to book your trip and request your reimbursement.

Who is eligible? Global Excel Fellows, including Israelis who currently live in the U.S. Israeli Fellows who live outside the U.S. are **not eligible** for travel reimbursement.

Hotel. Accommodations are **not covered**, but you are welcome to book a room at our recommended hotel at our group rate: book the group rate. (insert link of new hotel)

01 How It Works

Four steps from ticket to reimbursement

STEP 1 Buy your Summit ticket

Purchase your ticket to Summit.

STEP 2 Book your travel

Book your flight, train, or bus to NYC. Check the amounts and rules in section 02 first.

STEP 3 Submit your receipt on Emburse

Upload your booking confirmation and fill in the form. Exact instructions are in section 03.

STEP 4 Attend all 3 days of Excelerate27

We check registration throughout the weekend. You receive your reimbursement after Summit.

02 Amounts & Deadlines

Maximum reimbursement per Fellow

MAXIMUM REIMBURSEMENT

WHEN YOU BOOK & SUBMIT	DOMESTIC FLIGHT	INTERNATIONAL FLIGHT	BUS OR TRAIN
By January 31	**$500**	**$750***	**$200**
By April 1	**$200**	**$500**	**$200**

**See the note about the $750 maximum below.*

WHICH FLIGHT AMOUNT APPLIES TO YOU?

It depends on where you currently live, not where you are traveling from.

WHERE YOU CURRENTLY LIVE	FLIGHT AMOUNT THAT APPLIES
Outside the U.S. (for example, students living abroad)	**International**
In the U.S., even if you fly to NYC from abroad for personal travel	**Domestic only**

BEFORE YOU BOOK

- **Amounts are maximums.** Choose the most reasonable economy fare. You can book on any website or with any travel provider.
- **Ground transport is not covered.** This includes travel to and from the airport.
- **Your trip does not have to be a NYC round trip.** You can fly into or out of other cities for personal travel, as long as your itinerary includes travel to and from Summit and your request stays within the maximum.
- **Traveling from a nearby city?** From 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 is not responsible for any of the costs associated with tickets.

***About the $750 maximum.** If your flight costs more than $750 but less than $1,200, you receive a flat $750 and cover the rest yourself. If your cheapest flight option is over $1,200, email Operations@birthrightexcel.com to request financial aid **before January 31**.

03 Submit on Emburse

How to request your reimbursement

STEP 1 Log in to Emburse

Log in to Emburse. No account with us yet? Email Operations@birthrightexcel.com and we will set one up.

First time? Add your bank account or PayPal email under Personal Settings so we can pay you. See the full Emburse instructions.

STEP 2 Start a new expense and fill in the fields

Select **+ New** in the top right corner, then enter the following:

EMBURSE FIELD	WHAT TO ENTER
Amount	The total you are requesting, up to the maximum in section 02
Merchant / Mileage	N/A

Category	Excelerate27 - Excel Summit 2027
Date	The date of purchase
Business Purpose	Excelerate27 Travel
Employee	Leave this field blank
Department	Excel - BRINA
Budget Line	Choose from the table below

Paying by PayPal? Add your PayPal email to the Business Purpose, like this: **Excelerate27 Travel - PayPal: john.doe@gmail.com**

IF YOU BOOKED	SELECT THIS BUDGET LINE
A domestic flight, bus, or train	**Birthright Excel - Events in the US (retreat)**
An international flight	**Birthright Excel - Events in the US (retreat) - PayPal**

STEP 3 Attach your receipt

Upload your official booking confirmation as a PDF, JPG, or PNG.

IMPORTANT: Upload the official booking confirmation, not a screenshot of a credit card summary. It must show the passenger name, the flight (with carrier, for example JetBlue), train, or bus details, and the cost.

STEP 4 Submit

Submit the expense for reimbursement.

Then attend Summit. Attend all 3 days and you receive your reimbursement afterward. We check registration throughout the weekend.

WHAT YOUR EXPENSE MAY LOOK LIKE

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

