



Formula SAE Lodging Reimbursement Policy

BACKGROUND

The SCCA Detroit Region contracts with SAE International to provide certain services for the set-up and operation of the annual Formula SAE (FSAE) event at the Michigan International Speedway (MIS) in Brooklyn, Michigan, USA.

SCCA services and equipment **are** provided for the operation of the following FSAE **dynamic** events:

- Practice Area (Thurs thru Sat)
- Acceleration, Skid Pad & Autocross (Fri)
- Endurance (Sat)

Personnel and services for the following **non-dynamic** areas **are not** covered in our contract:

- Judging events: Presentation, Cost, Design
- Scales, Tech Inspection
- Fuel, Tilt, Brake, Noise
- Operational areas: Administration, Registration, Parking, Paddock, Announcer, Award Ceremony, Dynamic Gate

PERKS

Detroit Region members who work at this FSAE **dynamic** event will be eligible to receive certain perks:

- Three Region Worker Points per day worked
- One gas gift card (if lodging costs are not covered)
- Free group dinners on Thurs and Fri
- Lunch is provided each day for all volunteers

Note: tickets will be available for a special SAE-sponsored dinner on Wed evening .

LODGING

The Region realizes that the MIS venue is quite a distance from the Metro Detroit area, so the following options are available for this event on a first come, first served basis.

1. There are several hotels and motels located in the Brooklyn, Irish Hills, and Jackson areas.
 - Reservations and payments are the responsibility of the member.
 - A Region reimbursement form with receipts will need to be submitted.
Access the reimbursement form on the Region website; submit no later than 30 days after the event.
 - Only \$120/night MAXIMUM will be reimbursed (see Lodging Policy below), and for a maximum of 2 nights.
2. Camping spaces are available in the APEX & Turn 2 Retreat campgrounds for RVs, Trailers, Motorhomes, and tents.
 - No reimbursement is needed since the campground spaces are provided free of charge for workers.
 - You must request a site by contacting the FSAE Event Coordinator (Kathleen McDonald) with your arrival and departure dates, no later than 2 weeks prior to the event start date.
 - Each site includes electrical and water hook-ups, and access to modern restrooms and showers in the nearby Graves campground.
3. Camp sites and two small cabins are available at the nearby Hayes State Park.
 - Reservations and payments are the responsibility of the member.
 - A Region reimbursement form with receipts will need to be submitted.
 - Only \$120/night maximum will be reimbursed, and for a maximum of 2 nights.

4. Airbnb or VRBO rentals are possible.
 - Reservations and payments are the responsibility of the member.
 - A Region reimbursement form with receipts will need to be submitted.
 - Only \$120/night maximum will be reimbursed, and for a maximum of 2 nights.

LODGING POLICY

To control budgeted funds and to fairly and equitably allocate lodging reimbursements, this policy was established beginning with the FSAE event in May 2017.

The Region will pay for Members' lodging costs under the following conditions:

1. Workers must be SCCA Detroit Region members in good standing at least during the FSAE event period.
2. Workers must register online on fsaeonline.com for this event.
3. Members must notify the region of their intent to request lodging reimbursement no later than 2 weeks prior to the event's start date.
4. Two or more members must share the hotel room. If not, the Region will only pay 50%.
5. Workers must work a minimum of two full days, in one or more of the following **dynamic** areas:
 - Set-up and/or Tear-down (Thurs, Fri, Sat)
 - Practice Area (Thurs, Fri, Sat)
 - Acceleration, Skid Pad, Autocross (Fri)
 - Endurance (Sat)

In the case where a member works a combination of non-dynamic and dynamic events, **lodging reimbursement will only be provided for the dynamic event days**. Costs for the other days will be the responsibility of the worker.

Example: Work at Tech Inspection on Wed and/or Thurs then work on-track at one or more of the #5 events on Fri & Sat.

- Worked only 2 days at dynamic events.
- Region will pay lodging as described above for 2 nights; Member will pay for 1 night.

The Detroit Region reserves the right to limit or deny reimbursements if funds in the approved budget are exceeded. Contact Ed Arthur, FSAE Event Chair with any questions concerning this policy and rules.