# IDAHO STEM ACTION CENTER
# TRAVEL REIMBURSEMENT FORM

<u>Important:</u> Read ALL instructions prior to submitting. Not completing all mandatory sections of this form or submitting required documentation may result in a delay in payment or make you ineligible for reimbursement.

(Payment may take up to 30 days to process after receipt of all documents. For questions, please contact Sondra Chadd, sondra.chadd@stem.idaho.gov)

<u>Attach the Following Documents (REQUIRED unless otherwise indicated):</u>

1. W-9 Form
(Do not attach if you've previously received payment from STEM AC.)

2. Map with mileage to and from event (if applicable)

3. Receipts (If applicable. Please DO NOT submit receipts for meals.)
   A) Lodging  B) Local transportation (i.e., Uber, Metro, Taxi)  C) Flight

   📎 Receipts

4. Agenda from meeting/conference/PD

   📎 Agenda

Purpose of Travel: IDX Competition

Name of Traveler: Marie Curie

Email Address: mariecurie@science.edu

Phone Number: 111-234-5678

Date(s) of Event/Meeting/PD: 11/15/22 to 11/16/21

Mailing Address:
(Should be the same as what is on your W-9)

Did you:

Carpool? YES    Share Lodging? NO    Share parking, Uber, Etc.? NO

If yes, indciate with whom: 1) Jane Goodall    2) Rosalind Franklin

| Travel Day? | Date | Time Left | From (Location) | Arrival Time | To (Location) | A Mileage | B Flight | C Meals | D Lodging |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Enter Cost for Each | |
| YES | 11/15/2021 | 20:00 | | 22:00 | | 0 | $0 | (D) $30.25 | $150 |
| NO | 11/16/2021 | 16:30 | | 18:30 | | 0 | $0 | (D) $30.25 | $0 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Total for each column (A-D) | | | | | | $0 | $0 | $60.50 | $150 |

Sub-Total 1: $210.00

Other Reimbursable Expenses

| Date | Item | Amount |
|---|---|---|
| | Uber/Metro | |
| | Parking | |
| | Other | |
| Sub-total 2: | | $0 |

Checklist:
- ☑ YES  ☐ N/A  I've attached all my required receipts, if applicable (no meal receipts)
- ☑ YES  I've attached the agenda
- ☐ YES  ☑ N/A  I've attached a map, if applicable
- ☑ YES  I've attached my W-9  OR  I've already submitted it

**Total Reimbursement:** $210.50

_Marie Curie_
Marie Curie (Jan 21, 2022 15:17 MST)          01/21/22

Signature, STEM AC Executive Director          Date

Signature, Traveler          Date

# Hotel 101

# INVOICE

802 W. Bannock St.
Boise, ID 83702

16-Nov-2021
Invoice #2334889
PO 456001200

111-234-5678
[mariecurie@science.edu](mailto:mariecurie@science.edu)

**Att: Ms. Marie Curie**

Dear Ms. Marie Curie,

Please find below a cost-breakdown for the recent work completed. Please make payment at your earliest convenience, and do not hesitate to contact me with any questions.

Many thanks,
Hotel 101

| # | Item Description | desc | Amount | Total (€) |
|---|---|---|---|---|
| 1 | suite room | 1 night | 125.00 | 125.00 |
| 2 | | | | - |
| 3 | | | | - |
| 4 | | | | - |
| 5 | | | | - |
| 6 | | | | - |
| 7 | | | | - |
| 8 | | | | - |
| **Subtotal** | | | | **125.00** |
| **Sales Tax (20%)** | | | | **25.00** |
| **Total** | | | | **150.00** |

Many thanks for your custom! I look forward to doing business with you again in due course.

Payment terms: to be received within 60 days.

# IDX STUDENT SHOWCASE INFORMATION
# WEST/CENTRAL IDAHO

This document contains important information about preparing for the IDX West/Central Student Showcase on **Saturday, November 16th.**

**Showcase Location:**     College of Southern Idaho, Student Union Building
315 Falls Avenue, Twin Falls, ID 83301

**Confirmation Form:** All registered teams must complete the Confirmation Form, available at this link, by Monday, November 10th at 12:00 noon (MST). You will need the following information:

- Team Name
- Number of students
- Number of coaches
- URL of Team Website: Be sure that the site is **published,** and able to be accessed by parties outside your school or organization. If you require assistance publishing your website, please contact your organization's IT Dept or Francesca Bessey at stemsupport@idaho.stem.gov

**Directions:** From I-84: take exit 173 to merge onto US-93 S toward Twin Falls. Turn south at the light at the end of the offramp, turning under the interstate. Cross over the scenic Snake River Canyon via the Perrine Bridge, and to Twin Falls. As highway 93 enters the city it becomes Blue Lakes Avenue. Proceed south on Blue Lakes Ave. for approximately one mile until you reach Falls Avenue. Turn right on Falls and continue for half a mile until you reach the CSI campus entrance (on the right, across from Quincy St.)

**Parking Information:** Park in one of the lots to either side of the Falls Ave. campus entrance. The Student Union is on the north (far) side of the building straight ahead of the entrance drive.

**Schedule of Events:**

**11:00am:** Registration and Set-up. During registration, your team will be assigned a table number and slot in the judging line-up. You will have approximately 60 minutes to set up your table.

**11:30am:** Coach's Meeting

**11:30am-1:30pm:** Lunch available for students and coaches in the Cafe (upstairs). Please be aware of your team's judging timeslot before bringing your students to lunch.

**12:00pm-1:45pm:** Teams present before judges at team tables. Presentation slots are 8 minutes: 5 minutes for presentation and 3 minutes for Judge Q&A. Please be ready at your table at least 5 minutes prior to your assigned time slot. Students should be ready to present having visited the bathroom, gotten water, etc.

**1:45pm-2:30pm:** Open Showcase for students, families & members of the public. During this time, Student's Choice ballots will be distributed to each team. Students will be asked to visit the other teams' tables and vote on their favorite project **that is not their own**. Student's Choice ballots must be submitted by 2:30pm.

**2:30pm-3:00pm:** Break down and pack up.

**3:00pm:** Awards Ceremony & Closing Remarks

**What to Bring:**
- The team's 3D-printed prototype, as well as previous iterations, rudimentary (i.e. cardboard) prototypes, sketches and other materials that show the team's iterative process
- Display or other prepared visual material
- Fully charged laptop for displaying team website or slideshow (if using a slideshow). We cannot guarantee that every table will have direct access to power, so we recommend bringing one or more of the following: back-up (charged) laptop, power strip, extension cord.
- It is not required to bring your 3D printer, but you may do so if you wish. (Keep in mind the above guidelines about power.)
- Games, books, cards, homework, etc. to keep students busy during other teams presentations and judge deliberations. We try to run the Showcase as efficiently as possible, but there will be downtime! Have your students be prepared with something to do, especially if they get bored easily.

**Photography:**
Photos and videos will be shot during the event. Please complete **any photo releases required by your school** prior to the event. These photos will be used on our website and Facebook page. They will NOT be used for commercial purposes. **You do not need to bring these releases.** If there is a student we are not allowed to photograph, please email us ahead of time so we can make our photographer aware.

**Showcase Submission Criteria:**

As a reminder, teams will be judged according to the following submission requirements. Please see the attached rubric for full judging criteria:

1. Solution Prototype:

     a. A physical representation of the solution idea created primarily by 3D printing.

     b. Prototype should be thoughtfully designed and respond to the theme in a meaningful way.

     c. Teams are highly encouraged to bring and display previous prototypes and iterations, including failed prints, that help tell the story of the team's process.

2. Digital Documentation:

     a. A minimum one-page website detailing the team's process and what they have learned. Structure/platform of the website is up to the team.

     b. Webpage should include both visual (photos/video) and written content.

     c. Coaches are permitted to assist students with documentation (capturing photo or video) but not direct content creation.

     d. **In order to streamline judging on the day of the Showcase teams must submit their websites by Monday, November 10th for advance review.**

3. Presentation:

     a. A presentation of no more than 5 minutes introducing the team idea and describing the design process.

     b. Include information about the solution, how the team arrived at the idea, challenges encountered, changes made, role of individual team members and how the team might reiterate the design in the future.

     c. A slideshow is NOT required, however teams may use one if they wish.

     d. The presentation will be followed up by a 3-minute Q&A with the judges. Students should be prepared to answer judge questions independently, without assistance from the Coach.

4. Visual Materials:

     a. Each team will be allotted (2' 8ft.) table to display the prototype, previous iterations and any accompanying visual materials.

     b. Team presentations will take place **at team tables**

     c. No special visual materials are required however teams will receive a "Display" score based on how they use the space to explain their idea and process.

**College of Southern Idaho Campus Map:**

*Student Union Building is located at #2*