



Strengthening Ministry with Children Coordination Program Travel Reimbursement Guidelines

TRANSPORTATION

FLYING TO THE EVENT

Booking Flights: Strengthening Ministry with Children (hereafter SMWC) Coordination Program will reimburse travel expenses for economy class air travel and one checked bag. Each attendee is responsible for booking their own flight to the Annual Gathering. Additional baggage fees and in-flight Wi-Fi will be your responsibility.

TRAVEL TO AND FROM THE AIRPORT

Driving: SMWC will reimburse your mileage at the current standard rate of \$0.536 per mile. You must submit an image of a map showing your route and mileage. Fuel expenses will not be reimbursed.

Airport Parking: SMWC will reimburse you for economy airport parking. If you do not park in an economy lot, you will still be reimbursed at the economy rate.

Taxi/Lyft/Uber: You will be reimbursed for a taxi or ride service from your home to the airport of your departure, and back, with receipts. If economy parking would be less expensive than a ride service, you are encouraged to park your car at the airport. SMWC will reimburse for a taxi or ride service from the arrival airport to the event and back.

Car Rentals: SMWC will not reimburse rental cars from the airport to the hotel.

DRIVING TO THE EVENT

Mileage Reimbursement: SMWC will reimburse your mileage at the current standard rate of \$0.536 per mile. Mileage expenses may not exceed the lowest available airfare between your city of departure and the destination. As your receipt, please submit a map that shows total miles traveled. Fuel expenses will not be reimbursed.

Car Rentals: SMWC staff must pre-approve all car rentals. Please use economy class vehicles. For car rentals, SMWC will reimburse gasoline expenses in addition to the cost of the vehicle. If you did not receive approval from SMWC staff for a car rental, you may not be reimbursed at our discretion.

Hotel Parking: Hotel valet parking is covered through the hotel, and you do not need to submit a separate receipt. If you self-park in the parking garage, you will need to submit a receipt at the conclusion of the event to SMWC. Please park at the hotel as instructed. Do not park in other locations; you will not be reimbursed. You will be advised prior to the event as to the hotel's parking policies.

LODGING

Hotel lodging (room and tax) will be billed directly to SMWC. In-room charges, such as phone calls, movies, snacks and room service, will be billed to you directly and will not be reimbursed.

MEALS

Covered Meals: During the event, SMWC will provide all meals, beginning with dinner on the first night and ending with lunch on the last day. If you arrive early on the first day of the event or must arrive the night before due to your geographical distance, SMWC will reimburse you for your meals when none are provided at the venue. SMWC will also cover meals during the days of travel. Whenever group meals are provided, SMWC does not reimburse for personal meals or extra snacks or beverages unless arranged in advance with SMWC staff due to special dietary needs.

Meal Allowances: SMWC will provide a detailed meal allowance closer to the event.

Alcohol: SMWC does not reimburse for alcoholic beverages.

Receipts for Meals: Itemized receipts are required for reimbursement (an itemized receipt lists out each item, rather than just the total amount. Restaurants typically give both receipts to you). Alcohol should be paid for on a separate check, as it will not be reimbursed.

TIPPING

Meals: SMWC will provide detailed meal tipping guidelines closer to the event.

Hotel Staff: SMWC strongly encourages participants to tip hotel service personnel, such as porters, valets and housekeepers. However, SMWC does not reimburse such expenses.

REQUEST FOR EXPENSE REIMBURSEMENT

An online link to the travel reimbursement form will be emailed to you at the end of the event. Itemized receipts are required for reimbursements and will need to be uploaded to SMWC using the link provided.

Travel reimbursement requests should be submitted within 30 days. When submitting reimbursements, you must submit a completed W-9 form. If a W-9 is not submitted within 30 days, SMWC cannot process your reimbursement request.

QUESTIONS?

Please contact SMWC Coordination Program, and a member of our team will assist you.

Christian Parenting Grantees: christianparenting@indwes.edu

Nurturing Children Grantees: nurturingchildren@indwes.edu