

Lodging and Food

New Frontiers provides all lodging and food during retreat for cohort participants.

All participant lodging for cohort retreats (typically Monday, Tuesday, and Wednesday nights) will be arranged and paid for by New Frontiers.

At our discretion, we may accommodate requests for alternative lodging, additional nights, or additional guests. For the sake of the cohort's group experience, we generally discourage participants from attending our retreats with family members or other companions; however, we recognize that some situations might require this. In most cases, we will ask program participants to bear additional costs associated with any of the above changes, and ask that you inquire with us in advance at newfrontiers@westmont.edu.

We do not reimburse meal, snack, or alcohol purchases. All retreat meals (Monday dinner through Thursday breakfast/brunch) will be provided by New Frontiers.

Traveling by Plane or Train

New Frontiers can reimburse 75% of an economy plane or train ticket.

For each retreat, New Frontiers will reimburse participants 75% of the cost of a round-trip economy plane or train ticket from your home airport to our retreat location. We ask participants to purchase tickets themselves, for reimbursement following the retreat. We do not reimburse the cost of upgrades and purchases such as premium seating, in-flight meals, travel insurance, flight changes, or checked baggage.

New Frontiers only reimburses retreat travel that is completed. In the event that participants cancel their travel to a retreat, New Frontiers does not reimburse ticket costs (though participants may receive a credit from their carrier).

For those flying or taking the train, New Frontiers will provide ground transportation on a specified schedule to and from the retreat airport/station and our retreat location. If your itinerary requires you to use an independent rideshare service to travel between the airport/station and the retreat location, we can reimburse 50% of those costs.

New Frontiers does not reimburse rideshare, taxi, mileage, or parking fees at your home airport/station.

Traveling by Car

New Frontiers can reimburse personal-vehicle fueling costs at \$.20 per mile.

If you drive a personal or rented vehicle, we can reimburse your fuel at a rate of \$.20 per mile (roughly speaking, \$5 per gallon of gas @ 25 mpg). We do not reimburse vehicle rental or maintenance costs. Parking during our retreats is typically free of charge; if there are parking costs, New Frontiers will cover them.

Caretaking Expenses

New Frontiers can reimburse up to \$200 per year per participant for select caretaking expenses.

New Frontiers is pleased to offer financial reimbursement for caretaking expenses associated with attending our retreats, up to \$200 per participant per program year. If you anticipate childcare, pet-care, house-sitting, or similar expenses, please be in touch with us at newfrontiers@westmont.edu and we will work with you to document those costs for reimbursement.

Reimbursement Procedures

All retreat-related reimbursements will be processed following the event. For plane and train tickets and reimbursable rideshare expenses, please retain and send a copy of your purchase receipt. For car travel, send a Google Maps screenshot of your route with total mileage visible. For caretaking expenses, please be in touch with us at newfrontiers@westmont.edu for procedures.

Upon admission to the New Frontiers program, you can expect to receive an email from our reimbursement platform, Ramp. After creating a Ramp account and attaching your ACH information, you should receive reimbursements within 2-3 weeks of submitting your documentation to newfrontiers@westmont.edu.