

TRAVEL AND REIMBURSEMENT POLICIES



Lodging and Food

The Incarnational Preaching Project provides all lodging and food during workshops for cohort participants.

All participant lodging for cohort workshops (typically Monday, Tuesday, and Wednesday nights) will be arranged and paid for by the Incarnational Preaching Project.

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 workshop 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 preaching@westmont.edu.

We do not reimburse meal, snack, or alcohol purchases. All workshop meals (Monday dinner through Thursday breakfast/brunch) will be provided by the Incarnational Preaching Project.

Traveling by Plane or Train

The Incarnational Preaching Project can reimburse the full cost of an economy plane or train ticket.

The Incarnational Preaching Project will reimburse participants the full cost of a round-trip economy plane or train ticket from your home airport to our workshop location. We ask participants to purchase tickets themselves, for reimbursement following the workshop. We do not reimburse the cost of upgrades and purchases such as premium seating, in-flight meals, travel insurance, flight changes, or checked baggage.

The Incarnational Preaching Project only reimburses workshop travel that is completed. In the event that participants cancel their travel to a workshop, the Incarnational Preaching Project does not reimburse ticket costs (though participants may receive a credit from their carrier).

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

The Incarnational Preaching Project does not reimburse rideshare, taxi, mileage, or parking fees at your home airport/station.

Traveling by Car

The Incarnational Preaching Project 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 workshop is typically free of charge; if there are parking costs, the Incarnational preaching Project will cover them.

Caretaking Expenses

The Incarnational Preaching project can reimburse up to \$200 per year per participant for select caretaking expenses.

The Incarnational Preaching Project is pleased to offer financial reimbursement for caretaking expenses associated with attending our workshop, 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 preaching@westmont.edu and we will work with you to document those costs for reimbursement.

Reimbursement Procedures

All workshop-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 preaching@westmont.edu for procedures.

Upon admission to the the Incarnational Preaching Project, 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 preaching@westmont.edu.