



THRIVING *in* MINISTRY

Reimbursement Guidelines

TRANSPORTATION

FLIGHTS

Booking Flights: You must book your flight through the instructions Leadership Education (LEAD) provides you. Flight arrangements are billed directly to Thriving. If you book (or re-book) a flight on your own, you will not be reimbursed unless you receive prior approval from Thriving staff. Baggage fees will be your responsibility.

TRAVEL TO AND FROM THE AIRPORT

Driving: If you must drive over fifty (50) miles each way to the nearest airport, LEAD will reimburse your mileage at the current standard IRS rate. You must submit an image of a map showing your route and mileage. If your commute to the airport is under 50 miles each way, you will not be reimbursed for mileage. You will only be reimbursed for mileage, not gas as well.

Airport Parking: LEAD will reimburse you for economy airport parking. If you do not park in an economy lot, you will still be reimbursed 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 taking a ride service, you are encouraged to park your car at the airport.

Airport Shuttle: LEAD will provide a shuttle for your transport from the arrival airport to the event and back. You will not be reimbursed if you choose to take another transit mode.

DRIVING TO THE EVENT

Mileage Reimbursement: If you use your personal vehicle to travel over fifty (50) miles each way to the event itself, mileage will be reimbursed at the standard IRS rate. Mileage expenses may not exceed the lowest available airfare between city of departure and destination. As your receipt, please submit a map that shows total miles traveled. You will not be reimbursed for gas, only for mileage.

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

Hotel Parking: Hotel parking is covered through the hotel and you do not need to submit a separate receipt. Please park at the hotel as instructed, do not park in other locations or 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 LEAD. 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, LEAD will provide all meals beginning with dinner on Wednesday night and ending with lunch on Friday. If you arrive early on the first day of the event, or must arrive the night before due to your geographical distance, LEAD will reimburse you for your meals when none are provided at the venue. Whenever group meals are provided, LEAD does not reimburse for personal meals, extra snacks, etc. unless arranged in advance with LEAD staff due to special dietary needs. LEAD does not reimburse meals while traveling to and from the event unless otherwise specified.

Meal Allowances: For meals not provided by LEAD as outlined above, you may be reimbursed up to the following amounts (excluding tax and gratuity): Breakfast: \$15.00, Lunch: \$20.00, Dinner: \$30.00.

Alcohol: LEAD 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 and Taxis: LEAD will reimburse gratuity for meals and taxis (with receipts) between 15-20%.

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