

Lewis Fellows 2012/2013

Costs and Reimbursement Guidelines

Program Costs

The overwhelming share of the costs of each individual's participation in the Lewis Fellows program (estimated at \$10,000 per Fellow) is underwritten by the Lewis Center for Church Leadership with the generous support of the Lilly Endowment, Inc. Consequently, meals and lodging during cohort gatherings are provided free of charge and most travel expenses are reimbursable.

There is a single fee of \$1,000 for participation in a Lewis Fellows cohort. This fee is payable in two installments of \$500 -- one upon confirmation of acceptance into the program (due by June 30, 2012) and the other due by September 15, 2012. Since two CEU credits are provided for each of the gatherings, often participants are able to draw a portion of their fee from continuing education funds from their congregation or judicatory. Others are often supported by other funds from their congregations or judicatories, by sponsors, or from funds they would use for other learning opportunities.

The overwhelming share of the costs of each individual's participation in the program (estimated at \$10,000 per Fellow) is underwritten by the Lewis Center for Church Leadership with the generous support of the Lilly Endowment. Consequently, meals and lodging during cohort gatherings are provided free of charge and most travel expenses are reimbursable.

Fellows may be asked to purchase one book in preparation for each gathering if they do not already own the book. Leadership assessment instruments will be provided without cost to Fellows.

Covered Expenses and Reimbursement Policies

Once a Fellow has been accepted into the program and paid the \$1,000 fee, the following costs are covered.

- Three nights of lodging for each meeting. The Lewis Center will make room reservations and pay for overnight stays. In most places, rooms will be double occupancy. Anyone who needs or wants a single room (for example if they are traveling with a family member) will be billed for the incremental difference. Those living within commuting distance of a meeting location may commute.
- Meals during the meeting time. Most meals will be taken at the hotel or meeting center or arranged for the group at off-site locations.

- Airfare or mileage for traveling to and from the meeting location. Program participants are asked to purchase tickets early and shop for the most economical fare, submitted their receipts for reimbursement. Automobile mileage will be reimbursed at *two-thirds* the IRS rate (currently \$0.555/mile) for those driving to meetings. However, if round-trip auto travel will be more than 400 miles, please investigate whether flying is a cheaper option. In any case, mileage reimbursement will not exceed the cost of round-trip air travel.
- Ground transportation in destination city. For each meeting destination, the Lewis Center will specify the way to travel from the airport to the meeting site and reimburse the costs. Rental cars are not to be used for airport transportation and are not reimbursable.

Non-reimbursable expenses

The following expenses are non-reimbursable:

- Rental cars
- Incidental hotel charges such as room service, in-room movies, internet fees, or telephone charges
- Meals consumed before the meeting convenes or after it adjourns or meals taken while traveling
- Alcoholic beverages
- Transportation costs to and from the airport or airport parking
- Travel or meal expenses for family members
- Child care expenses
- Baggage fees