

Lewis Fellows 2017-2018 Costs and Reimbursement Guidelines

Program Costs

The overwhelming share of the costs of each individual's participation in the Lewis Fellows program 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 due June 30, 2017 and the other due by August 30, 2017. 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. Some books may be provided, but Fellows may be asked to purchase one or two books in preparation for the gatherings if they do not already own the assigned books. A leadership assessment instrument will be provided without cost to Fellows.

Covered Expenses and Reimbursement Policies

Once a Fellow is 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 (e.g. if traveling with family) will be charged for the incremental difference. Those living within commuting distance of a meeting location may commute if they wish to do so.
- 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. Fellows are asked to purchase tickets early and shop for the most economical fare, submitting their receipts for reimbursement. Automobile mileage will be reimbursed at two-thirds the IRS rate for those driving to meetings. However, if round-trip auto travel exceeds \$300 in expenses, please investigate whether flying is a cheaper option. In any case, mileage reimbursement will not exceed the cost of round-trip air travel. Travel, meals, and parking at your *departure city* are your responsibility. Any travel costs that exceed \$500 will need prior approval from the Lewis Center prior to booking.
- 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

- Rental cars
- Incidental hotel charges (e.g. room service, movies, internet fees, or telephone charges)
- Meals consumed before the meeting begins, after it adjourns, or while traveling
- Alcoholic beverages
- Transportation costs to and from the airport in home city.
- Airport parking
- Travel or meal expenses for family
- Child care expenses
- Baggage fees

Reimbursement Requests

Fellows are expected to submit reimbursement requests no more than 30 days after each cohort gathering. Reimbursement for air fare can be requested prior to the meeting date with proper documentation. Fellows may send expense reports to Joe Arnold at jearnold@wesleyseminary.edu.