

LewisFellows

Cost and Reimbursement Guidelines

Costs

The overwhelming share of the cost of participation in the Lewis Fellows program is underwritten by the Lewis Center for Church Leadership drawing on funds provided by the Lovett H. Weems, Jr. Leadership Development Fund. Participants pay a single fee of \$1,000 to be part of a Lewis Fellows cohort. Since CEU credit is provided, many Lewis Fellows can draw some of their fee from continuing education funds available through their congregation or judicatory.

Once this fee is paid, the cost of meals and lodging during cohort gatherings are covered by the Lewis Center and most travel expenses are reimbursable. The cost of required leadership assessments and some books will also be covered, but Fellows may be asked to purchase one or two books in preparation for the gatherings if they do not already own the assigned texts.

Payment Deadlines

The \$1000 fee is payable in two installments of \$500 — one due by June 30, 2020 and the other due by August 31, 2020. Checks should be made out to the Lewis Center for Church Leadership and mailed to 4500 Massachusetts Ave. NW, Washington, DC, 20016. Credit card payments can be received by phone. Call 202-664-5701.

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 invoiced following the meeting for the incremental difference in cost. 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. Meals while traveling to or from meetings are NOT reimbursable.
- **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. 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
- Travel insurance
- 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 Procedures

At each meeting, Fellows will receive an expense form to submit at the end of the meeting. The following documentation is required with reimbursement requests:

- For tickets purchased online, you must submit a receipt of your purchase that includes the amount of the fare and shows verification of a payment received.
- An original receipt for shuttles, taxis, or parking.

If airplane tickets are purchased in advance, reimbursement can be requested prior to the meeting by emailing flight information with the required documentation outlined above to Ann Michel at amichel@wesleyseminary.edu.

Reimbursement requests must be received no more than 30 days following each meeting. And no reimbursements will be issued in advance of a Fellow having completed payment of their participant's fee.