

GUIDELINES FOR INTERNATIONAL TRAVEL

While we're comfortable with you taking advantage of touring the area while abroad, the spirit of these guidelines is to ensure The Wexner Foundation is only covering expenses directly related to the Jewish learning portion(s) of your trip.

- Your flight will be reimbursed as long as you do at least 12 hours of Jewish learning (which includes going to Jewish museums, going on Jewish walking tours, etc.) during your trip.
- Your hotel or accommodations will be reimbursed as long as you're doing at least 4 hours of Jewish learning the following day.
- Please keep \$250-\$300/night in mind as a maximum budget for a hotel/Airbnb.
- While we're comfortable with you bringing your family, please note we will only reimburse the equivalent of single occupancy accommodations.
- Our accounting department won't reimburse rental cars. They will only cover Ubers/taxis for trips related to Jewish learning (i.e. a ride to/from a Jewish tour).
- We encourage you to concentrate your Jewish learning in fewer days.
- We strongly encourage you to go through an "all-inclusive" tour company (if possible) rather than creating an itinerary on your own. This will make the reimbursement process more efficient.
- Our accounting department requires a draft itinerary (showing at least 12 hours of Jewish learning) before they'll process any trip-related reimbursements.

SUBMITTING FOR REIMBURSEMENT

All receipts and currency conversions must be emailed to Dara along with a completed expense form.

- Every electronic receipt must have your name and/or email address on it.
- For hard copy receipts, please write "sent to TWF" on the receipt and then email a picture/scan it to Dara.
- Every receipt that's in foreign currency needs an accompanying document showing proof of the currency conversion rate into USD.
 - This [website](#) allows you to easily adjust the date of the currency conversion and is easy to print/save as a PDF.
 - The conversion rate is based on the date on the receipt/the date the expense was paid, **not** the date you're submitting for reimbursement.
- Both the foreign currency amount **and** the USD conversion should be listed on the expense form (i.e. 50 euros = XXX USD) for every expense.
- Here is an [example](#) of reimbursement paperwork submitted for international travel.
- Make sure every expense on the expense form has a clear description with it along with the associated currency conversion for that date (i.e. Uber from hotel to guided tour: 25 euros = XXX USD).