

TRAVEL AND REIMBURSEMENT

Wexner Field Fellows attend Spring and Fall Institutes and other Foundation-sponsored activities. Reimbursement for related expenses will be provided by the Foundation, according to the following guidelines:

Travel Expenses

The Foundation cannot reimburse Field Fellows' organizations or family members for any expenses. The fellow's name must be on any receipt submitted for reimbursement.

The Foundation requires that all expense reports must be submitted with proper receipts by the due date specified on the distributed expense form. The Foundation will not grant reimbursements for submissions of receipts sent after the due date. Fellows will be reimbursed by a Foundation check. Checks not deposited within 60 days of the check issue date may be voided.

Air Travel

- Fellows are expected to book their own air travel and submit a receipt promptly for reimbursement.
- Fellows will be given a maximum ticket price above which special approval by the Foundation must be granted. This budget is only for a non-reimbursable flight. The Foundation will not cover travel insurance.
- If advance payment proves to be a hardship, please alert the Administrative Associate, Dara Katzner (dkatzner@wexner.net), and alternative arrangements will be made.
- Reservations must be made according to the timetable provided to you before each Wexner event.
- Extra travel costs incurred due to a Fellow's delays or errors in booking will be absorbed by the Fellow.

Please note the following additional booking guidelines:

- Fellows should fly coach class on the most economical flight available. The Foundation cannot reimburse flights purchased using airline miles or credit card points/rewards.
- The Foundation will strive to accommodate Fellows whose Shabbat observance requires an early arrival.
- Personal travel appended to Foundation-sponsored travel is at the Fellow's own expense.
- The Foundation will pay for round-trip air travel only from a Fellow's primary residence. If flying to an Institute from somewhere other than this residence, Fellows will be reimbursed for up to the cost of a round-trip ticket from "home" to the Institute or whichever location is the less costly alternative.
- For Fellows coming from the West Coast, if the only flight options leave at unreasonable times, Fellows are welcome to fly in the day before the Institute with Foundation approval and The Foundation will cover the cost of a hotel room for the night. Alternatively, if you have family in town you can stay with, The Foundation will reimburse for ground transportation to/from the family member's home up to the cost of a hotel room for one night.

Ground Transportation

Transportation to and from airports should be through the most economical means. Consider if you would be willing to pay for the transportation service with your own money. If the answer is no, then choose another means of transportation. The use of any private car or limousine service will not be reimbursed without prior permission from the Director of the Field Fellowship.

- If possible, share a cab or Lyft/Uber with other Fellows. Shared van services are also acceptable. Please do not use a car service without prior approval.
- Please try to keep one-way ground transportation within a \$50 limit for a single passenger. However, we recognize this may not be possible in some cities.
- Tips over 20% will not be reimbursed by the Foundation.
- Drop-off by family and friends is not reimbursable, with the exception of tolls.
- **Personal mileage is reimbursable only with prior approval and only when driving the Fellow's personal vehicle.** This amount may change, based on regularly updated information from the IRS.
- Use of a rental car must be approved in advance and will rarely be approved.

Per Diems

During Institute travel days, The Foundation will provide per diems for meals that are not provided at the Institute and for meals that couldn't be eaten at home. Please do not send receipts for per diems; simply request \$5 for breakfast, \$10 for lunch, and/or \$15 for dinner. Even if you spend more (or less) on the meal than the per diem amounts listed, you will be reimbursed \$5, \$10, or \$15 per meal if you are traveling during a meal time and can't eat at home.