

Seminary Visit Reimbursement Requirements

After you have been approved by Dr. McCoy to cover some or all of your travel expenses to visit a seminary, please *take note of the following before proceeding with your plans.*

BEFORE YOU LEAVE:

Seven business days (10 'regular' days) prior to departure: You must complete the following paperwork and turn them in to our office in Van Zoeren 249:

- [Assumption of Risk & Release Form: Domestic Off-Campus Programs](#). For name of program use: Seminary Visitation Program (insert name of seminary)
- [Student Off-Campus Program Responsibilities](#)
- A detailed itinerary that includes timeline and location from the time you leave campus until your return. [Google Excel itinerary template for you to download](#) (please do not use it on-line).

If you have questions, please contact cms@hope.edu before you finalize your plans.

WHILE TRAVELING:

All expenses approved for reimbursement must have a corresponding *itemized receipt*.

Keep copies of all transportation expense receipts (meals are not covered) such as:

- Toll road fees (use lanes with an attendant and ask for a receipt)
- Gasoline expenses
- Parking expenses
- Shuttle transportation such as bus, taxi, subway, train, etc.

AFTER THE TRIP:

Please, bring receipts to our office as soon as possible after your visit** so that the necessary paperwork can be submitted to Business Services.

***Exception: If airfare is involved, you may bring/email that receipt to us prior to your trip so that you can receive the reimbursement before your credit card bill arrives.*

Please include the following when you turn in your receipts:

- If you have more than one receipt: Submit an organized list of your expenses including: a short description of each purchase, with corresponding amount, and a grand total (Excel spreadsheet list calculating the total is fine.) [Google Excel expense template for you to download](#) (please do not use it on-line).
- Person's name(s) to which the check should be issued.
- Complete mailing address where the check should be sent. If someone other than yourself is being reimbursed, the check will be made out to that person as well as yourself using "or" as an indicator between your names. Example: "John Doe, Jr. or John Doe, Sr."
- Airfare receipt must include the dates of your travel and the amount of money you paid. Please note that your 'travel confirmation' may not contain that information, please check before submitting.
 - If you purchase an "e-ticket," simply forward your payment receipt by email to CMS@hope.edu. Alternatively, you can print your email receipt or web page and bring it to the CMS office.

Once receipts are turned in, expect to receive your check in 7-10 business days.