



## Teacher Travel Reimbursement Policy (Effective July 3, 2021)

IMS reimburses full routine travel expenses for all lead, senior and assistant meditation teachers, whenever they are traveling to and from the Retreat Center or Forest Refuge to teach a listed retreat.

Any teacher trainee, as identified by a course's lead teacher, receives partial travel reimbursement up to a maximum of \$400. (Trainees are in an observing or learning role. They are not expected to carry a teaching load, but may be invited by the lead teacher to offer sign-up interviews, lead sittings and possibly sit in on interviews or groups as part of their training process.) The length of the retreat does not influence this amount.

IMS also reimburses travel expenses up to a maximum of \$400 for anyone invited by the lead teacher to offer retreatants periods of yoga, qigong or other mindful movement activities on a regular basis throughout a Retreat Center course.

Expenses eligible for reimbursement include coach class airfare, ground transportation, mileage allowance using personal vehicles at the IRS approved rate (currently 56 cents/mile), and other miscellaneous costs related to traveling to and from IMS. The mileage allowance is possible only if the total is less than coach class airfare, if driving is substituted for flying.

Possible exceptions to this policy may apply to senior ordained Asian teachers, for whom travel expenses will be reimbursed on a case-by-case basis.

We encourage international teaching team members to purchase travel insurance to cover any unforeseen medical costs. IMS will reimburse this expense up to \$50 per teaching week.

Once you arrive at IMS, we look forward to hosting you and supporting your teaching role as much as possible. If you do not wish to be housed in our teacher accommodations, or if you'd prefer to go home while teaching, we offer reimbursement at the above mileage rate only for your initial trip at the start of your retreat, and for your trip home at the end. Any additional travel expense request should be limited to gas receipts on an honor basis, not to exceed \$25 per week.

This policy is evaluated on a regular basis, and may change for years beyond 2021.

Travel receipts are required for all reimbursements. Please forward your receipts to Nancy Burnett for the RC, and Carey Kasky for the FR, and they will arrange payment. You can reach Nancy at [nancyb@dharm.org](mailto:nancyb@dharm.org) or at 1-978-355-4378 ext. 225. Carey is a [careyk@dharm.org](mailto:careyk@dharm.org) or at 1-978-355-2063 ext. 11.

Please contact IMS's Executive Director, Inger Forland, if you have any questions. You can reach her at [ingerf@dharm.org](mailto:ingerf@dharm.org) or at 1-978-355-4378 ext. 235.