

## Teacher Travel Reimbursement Policy

(Effective January 3, 2023)

page 1

**Lead, senior and assistant meditation teachers:** 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.

**Teacher trainees:** Any teacher trainee, as identified by a course's lead teacher, receives partial travel reimbursement up to a maximum of \$500. (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.

**Movement instructors:** IMS also reimburses travel expenses up to a maximum of \$500 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.

**Eligible expenses:** Expenses eligible for reimbursement include coach class airfare, ground transportation, mileage allowance using personal vehicles at the IRS approved rate (currently 62.5 cents/mile; note that mileage rate includes the cost of gas), 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, see documentation required, below.

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.

**Flights:** IMS reimburses your travels between your home and IMS. If you are flying from or to a place other than your home, please provide documentation of the cost of a round trip airfare between your home & IMS, on the same travel dates. Email us both your real ticket and the comparison flight details, both showing dates, destination and cost. IMS will reimburse you for your actual cost if the flight is equal or less than your flight from home would have been.

**Travel insurance:** 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.

-please see page 2-

## **Teacher Travel Reimbursement Policy**

(Effective January 3, 2023)

page 2

**Mileage reimbursement:** If you live locally and choose not to stay in our teacher accommodations, or if you choose to go home while teaching, we offer reimbursement at the above mileage rate **only** for your initial trip to IMS, and your final trip home. Any additional expense request should be limited to gas receipts on an honor basis, not to exceed \$40 per week.

**Airport Pick-up and drop-off:** Remember that IMS will make the arrangements for all full teachers – it is helpful to receive your itinerary as early as possible. Assistants, trainees and movement teachers make their own arrangements.

This policy is evaluated on a regular basis, and may change for years beyond 2023.

**Reimbursement:** Travel receipts are required for all reimbursements. Please forward your receipts to Diane or Carey and they will arrange payment for you. You can reach:

### **Diane Croft for the Retreat Center**

[registration@dharmadharma.org](mailto:registration@dharmadharma.org)

1-978-355-4378 ext. 180

### **Carey Kasky for the Forest Refuge**

[careyk@dharmadharma.org](mailto:careyk@dharmadharma.org)

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@dharmadharma.org](mailto:ingerf@dharmadharma.org) or at 1-978-355-4378 ext. 235.