



Christian Reformed Church
**Chaplaincy and
Care Ministry**

2022 Chaplains Training Reimbursement and Travel Guidelines

The Annual Chaplains Training is scheduled for September 22-24, 2022 at the Prince Conference Center in Grand Rapids, Michigan. Please plan on arriving by 12pm ET on Thursday, September 22, and staying through 1pm ET on Saturday, September 24. Chaplaincy Advisory Committee members should arrive by 4pm ET on Wednesday, September 21.

If you fly into Grand Rapids, you will need to arrange for Lyft, Uber, or a taxi. Prince Conference Center no longer provides a shuttle from the Grand Rapids Airport to the campus and Chaplaincy will not pay for car rentals for those flying to Grand Rapids. **Please make your travel arrangements before June 21, 2022, if possible and no later than August 19, 2022.** Otherwise, you may be required to reimburse the extra cost.

Registration Fee is \$75. This is lower than previous years as it no longer includes meals in the fee. Meals will be selected at the time of [online registration](#), beginning with Thursday lunch and ending with Saturday lunch. Breakfast is complimentary for those staying at the Prince Conference Center.

Lodging is available at the [Prince Conference Center](#). Your cost for lodging is \$105.00 per night for single occupancy. Please contact Prince directly by calling (616) 526-7200 and mention the code CHAP22 for the discounted room rate. You can also use their [online reservation](#) system. When you select Reserve a Room, select (below the banner) Rate Option and enter the group code CHAP22. This will take you to the reservation page with the discounted rate and training dates. If you would like to share a room and split the cost, do not contact Prince. Instead, send an email to Carol Vander Ark, cvanderark@crcna.org, with your request and she will provide further instructions.

Please note: Our expectation is that every chaplain will attend Chaplains Training at least once every three years. In cases of hardship, please contact Tim Rietkerk at 877-279-9994 Ext 2388 or trietkerk@crcna.org.



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Authorized Travel Expenses

Full-time Chaplains pay the registration fee, meals, and lodging (at Prince Conference Center). Chaplaincy and Care Ministry will reimburse travel expenses based on the lesser amount of either the cost of airfare versus the cost of driving with the reimbursement rate established by the Ministry Council (the IRS or Canadian Customs and Revenue Agency standard mileage reimbursement rate). Carpooling is encouraged. Please check with Chaplaincy and Care Ministry at chaplaincy@crcna.org if you are driving more than 200 miles/320 kilometers, as it may be more economical to rent a vehicle. If it is cheaper to rent a vehicle, Chaplaincy and Care will reimburse up to that amount or to the amount of the cost of airfare if that is lower than the rental amount.

Part-time Chaplains pay the registration fee, meals, and lodging (at Prince Conference Center). Chaplaincy will reimburse travel expenses pro-rated upon the number of hours they currently work per week (vs. 40 hour work week). Reimbursement will be based on the lesser amount of either the cost of airfare for one round trip versus the cost of driving with the reimbursement rate established by the Ministry Council (the IRS or Canadian Customs and Revenue Agency standard mileage reimbursement rate). Carpooling is encouraged. Please check with Chaplaincy and Care Ministry at chaplaincy@crcna.org if you are driving more than 200 miles/320 kilometers, as it may be less expensive to rent a vehicle.

Retired Chaplains pay for their own registration fee, meals, lodging, and travel expenses (Lodging is available at Prince Conference Center).

Unemployed Chaplains pay the registration fee, meals, and lodging (at Prince Conference Center). The director of Chaplaincy and Care Ministry must approve travel expenses in advance. Reimbursement will be based on the lesser amount of either the cost of airfare for one round trip versus the cost of driving with the reimbursement rate established by the Ministry Council (the IRS or Canadian Customs and Revenue Agency standard mileage reimbursement rate). Carpooling is encouraged.

Guests pay for their own registration fee, lodging, meals, and travel expenses (Lodging is available at Prince Conference Center). Some travel grants may be available upon request to the director of Chaplaincy and Care Ministry.



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Seminary Students and Endorsed Chaplain Spouses do not have to pay for registration. All other expenses will not be reimbursed. Some travel grants may be available upon request to the director of Chaplaincy and Care Ministry.

Travel Policy For Chaplains and Advisory Council

Air Reservations need to be made **before June 21, 2022, if possible, and no later than August 19, 2022**, or you may be required to reimburse the extra cost. The agencies listed below will assist you in booking your flight at the lowest rate available and they will bill the CRCNA directly for payment. If you are traveling with a guest, you will pay the travel agency directly for your guest's ticket.

All travelers need to communicate the following information to the travel agent:

- First, Middle and Last Name as it appears on a government-issued ID (For international travel, use name as it appears on passport)
- For international passport – passport number and country of issuance (if applicable)
- Date of Birth
- Gender
- Cell number
- Email Address
- Arrival and Departure Airport
- Preferred Airline (if applicable)
- Frequent Flyer Number
- TSA Number (if applicable)
- Seat Preference (based on availability)

U.S.-based Travelers will make all air travel arrangements through FROSCH-Conlin Travel. When booking by email/phone, please mention the meeting profile **CRCNA Chaplains22**. *Email is preferred.*

Contact: Kortney Miller

Phone Number: 833-698-1640

Email: meetingsfc@frosch.com

Meeting Desk Hours: 8am – 5pm (ET) M-F



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Canada-based Travelers: will make all air travel arrangements through Vision Travel in Canada. Identify yourself as a CRC Chaplain. *Email is preferred.*

Contact: Marcia Faber

Phone Number: 866-203-8745

Email: marcia.faber@visiontravel.ca

Personal Vehicles should be used under 200 miles/320 kilometers per day. Personal vehicles used under 200 miles/320 kilometers per day will be reimbursed at the prevailing Internal Revenue Service rate for travelers originating in the U.S. and the per kilometer rate advised by Revenue Canada for travelers originating in Canada. Travelers are not reimbursed for car repairs, parking tickets, traffic violations, fuel cost or insurance claims. If you are driving more than 200 miles/320 kilometers per day and you choose to use your own car, you will be reimbursed at the rental car cost.

Car Rental is encouraged if you are driving more than 200 miles/320 kilometers per day. If you are renting a car and driving to Grand Rapids, we recommend that reservations for non-local auto rentals be arranged through FROSCHE-Conlin Travel (USA) or Vision Travel (Canada). The travel agency will check with other national agencies for the lowest rates and will secure a reservation at the lowest possible rate, but there must be a minimum difference of \$10.00 per day. If you wish to have a car during the days of the training, you will be responsible for the expense.

Cancellation Policy. If you are required to cancel after registering, your registration costs can be refunded through September 07, 2022. If you have flight reservations that must be canceled, we reserve the right to bill you for cost since the ticket is not transferable and you may be able to re-use the ticket within a year. Please contact chaplaincy@crcna.org regarding a cancellation that includes an airline ticket.