

CHAPLAINS TRAINING 2020

Payment and Travel Guidelines

Chaplains Training 2020 is September 24-26 at the Prince Conference Center in Grand Rapids, Michigan. Please plan on arriving by 12pm ET on Thursday, September 24, and staying through 1pm on Saturday, September 26. Please note that the Advisory Committee members need to arrive by 12pm ET on Wednesday, September 23. Active Military chaplains should arrive by 4 pm ET on Wednesday, September 23 for a military gathering. Canadian Chaplains wishing to participate in the Canadian Caucus group should arrive by 10:30am on Thursday, September 24.

For those flying in, the Prince Center offers a FREE shuttle service – Chaplaincy and Care Ministry (CCM) will not pay for car rentals to and from the airport. Please make your travel arrangements **no later than 6 weeks in advance** or you may be required to reimburse the extra cost.

Please note: Our expectation is that *every chaplain will attend Chaplains Training at least once every three years*. In cases of hardship, please contact Sarah Roelofs at 616-224-0733 or sroelofs@crcna.org.

PAYMENT GUIDELINES

Subsidized registration (\$90) is available for currently endorsed chaplains who are unable to pay the full registration. Those who are able to pay the full registration (\$200 USD) are encouraged to do so. Subsidized registration is not available for retired chaplains, family members, or guests.

Chaplaincy authorizes the payment of travel expenses for:

Full-time Chaplains pay the registration fee (subsidized or full cost) and lodging at the Prince Center.. CCM will reimburse travel expenses based on the lower 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 strongly encouraged. Please check with CCM (616) 224-0844 if you are driving more than 200 miles, as it may be less expensive to rent a vehicle.

Part-time Chaplains pay the registration fee (subsidized or full) and lodging at the Prince Center. CCM 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 lower amount of either the cost of air fare for one round trip verses 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 CCM (616) 224-0844 if you are driving more than 200 miles, as it may be less expensive to rent a vehicle.

Unemployed Chaplains pay the registration fee (subsidized or full) and lodging at the Prince Center. The director of CCM must approve travel expenses in advance. Reimbursement will be based on the lower amount of either the cost of air fare for one round trip verses 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).

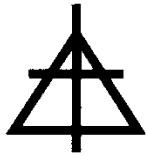
Retired Chaplains pay for the full registration fee, lodging, and travel expenses (Lodging is available at the Prince Center).

Prospective Chaplains or non-CRC endorsed pay the full registration fee, travel expenses, and lodging (Lodging is available at the Prince Center). Some travel grants may be available upon request to the director of CCM.

Students may register for no cost. All other expenses will not be reimbursed. Some travel grants may be available upon request to the director of CCM.

Spouses/Guests of chaplains pay the full registration fee and lodging. Travel expenses will not be reimbursed. If flying, please pay the travel agency directly for your guest's ticket.

Registrations and travel agreements are due before August 17 or a late fee will apply.



TRAVEL POLICY

For Chaplains and Advisory Council

A. Air Reservations

Please make your reservations **at least 6 weeks prior** to the training to help keep our expenses down. Per CRCNA policy, **ALL flights must be booked through our designated travel agencies**, and your flight will be directly billed to our ministry so that you'll have no out of pocket expense. If you make your reservation later, you may be required to reimburse the extra cost.

Canada-based travelers: all air travel arrangements must be made through Marlin Travel

Contact: Marcia Faber

Phone Number: 866-203-8745

Email: marcia.faber@marlintravel.ca

TEXT: 226 750 2722

U.S.-based travelers: all air travel arrangements must be made through Conlin Travel

Contacts: Ashley, Carrie, Valerie, and Eve

Phone Number: 833-698-1640

After Hours: 800-787-4003

Email: corporatemeetings@conlintravel.com

Meeting Desk Hours: 8am – 6pm M-F

When booking, be sure to identify yourself as a CRC chaplain. These agencies will assist you in booking your flight at the lowest rate available and they will bill the CRCNA direct for payment.

Please make your reservations as far in advance as possible (a minimum of six weeks prior to departure). You will probably have an e-ticket, but your itinerary will be mailed to you.

B. Shuttle Service

The Prince Conference Center offers shuttle service from and to the airport from 6am-11pm. Please let our office know if you need shuttle service. If you need to arrange transportation outside these hours, reimbursement will be available for taxis, Uber, or Lyft.

C. Personal Vehicles

You may drive your own car and we'll pay you \$49 *per day of travel* (what a rental costs us) and the cost of your gas. You'll need to keep all gas receipts.

If you are driving less than 200 miles/kilometers one way, you may use your personal vehicle and you'll be reimbursed for mileage at the current rate of 58 cents per mile.

Carpooling is appreciated and encouraged whenever possible.

D. Car Rental

Travelers are encouraged to use a rental car when they are driving more than 200 miles/kilometers per day. Personal vehicles used under 200 miles/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/kilometers per day and you choose to use your own car, you will be reimbursed at the rental car cost.**

If you fly into Grand Rapids, the Prince Center offers shuttle service. Chaplaincy and Care will not pay for personal car rentals. If you are renting a car and driving to Grand Rapids, we recommend that reservations for non-local auto rentals be arranged through Conlin Travel (USA) or Marlin 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.

E. Lodging at the Prince Center

Lodging is \$45.00 per person, double occupancy per night. Single occupancy per night is \$90.00. CCM will pick up the balance of your lodging fee, but if your employer will pay for your total lodging cost, please call the office at 616-224-0844.

F. Meals

Please mark the meals you will be attending as accurately as possible (We have to pay for the meal count we give the Prince Center, even if you decide not to eat a meal). Meals will be provided from Thursday noon through Saturday noon.

G. Cancellation Policy

If you are required to cancel after registering, your registration costs will be refunded on line through September 17, 2020. If you have flight reservations that must be cancelled, we will bill you for cost

because the ticket is not transferable and you may be able to re-use the ticket within a year. Please contact CCM at chaplaincy@crcna.org regarding a cancellation that includes an airline ticket.