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## **2023 Church Planter Summit Travel Reimbursement Policy**

### **Who qualifies:**

- Church Planters who received support in 2022/2023
- Invited SRC prospective planters
- Invited SRC designated network leaders who have need of financial assistance

### **Reimbursement Plan:**

- Round trip domestic airfare including Mexico, Cuba, and Puerto Rico - up to \$500
- Round trip international airfare (excluding Mexico, Cuba, and Puerto Rico) - up to \$1,200
- Will reimburse other means of travel to and from the event up to the amounts listed above
- Amounts listed above are per couple

### **Reimbursement Process:**

- Make your own travel arrangements.
- Complete the reimbursement form and submit your receipts online:  
U.S. - <https://spanishriver.wufoo.com/forms/2023-us-church-planter-retreat-reimbursement/>  
International - <https://spanishriver.wufoo.com/forms/2023-intl-church-planter-summit-reimbursement/>
- All U.S. reimbursement checks will be mailed to the address provided on the form FOLLOWING the Summit unless other arrangements have been made ahead of time.
- All international church planters will receive their reimbursements as part of their next funding disbursement FOLLOWING the Summit unless other arrangements have been made ahead of time.
- If you would like to receive your reimbursement check in person at the 2023 SRCP Summit, you MUST complete the reimbursement form and submit your receipts NO LATER than September 22, 2023.
- Reimbursement requests received after September 22 will NOT be available for pickup at the Summit.
- NO reimbursements will be sent out prior to the Summit.
- NO receipts will be accepted after October 31, 2023.
- **If you are a supported church planter eligible for travel reimbursement, you are expected to remain at the Summit through Sunday (October 8) morning worship and meet and greets in order to receive your reimbursement check.**
- Any questions should be directed to Sara Vandemark at svandemark@spanishriver.com