



SAMARITAN'S FEET

Trip Policy

-FAQ-

TRIP PLANNING

1. Do I have to travel on the exact dates scheduled for the trip set by Samaritan's Feet?

Yes. There are no exceptions.

2. When is my application due?

Applications along with the deposit are due on or before the first scheduled payment date.

3. If I decide that I would like to travel with Samaritan's Feet on a mission trip, when are my payments due?

Deposits and payments are due on the dates listed for your trip. Your deposit solidifies your slot on the team. If mission team training meetings have already started and you are a late addition, your payments will still be due on the scheduled dates as the rest of the team. All concerns and discrepancies should be addressed to your team leader pertaining to payments, which will be reviewed by the finance department.

4. May I book my own travel and lodging if I am taking part in a Samaritan's Feet mission trip?

No. Samaritan's Feet books all travel for its' trips. This assures that all team members will be on the same schedule. It also builds team unity.

5. Can I use my frequent flier miles or airline benefits such as a buddy pass?

No.



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6. Can I make plans to participate in activities not listed on the Samaritan's Feet travel itinerary?

No.

RAISING SUPPORT

7. How can I make my payments?

All trip payments can be made by check, money order, cashier's check or online at www.samaritansfeet.org. Just click on TRIPS on the home page. All checks should be made out to Samaritan's Feet. If someone gives a donation on your behalf, your name and trip should be noted on the memo line.

8. If someone makes a donation on my behalf, is it tax-deductible?

Yes. As long as the donation is made out to Samaritan's Feet denoting the person's name or trip on the memo line.

9. What happens if I receive more money from donors than the cost of the trip?

If the donations have been made directly to Samaritan's Feet, donations will be attributed to the general trip fund to help pay for trip expenses.

10. What if I am unable to make payments on the due dates?

A team member needs to put in writing and state the reasons why payments cannot be made on the due dates. Samaritan's Feet Finance personnel will contact the team member to discuss it further.

11. What happens if I am not able to come up with all of the money for my trip?

If it is 90 days out from the trip departure date and you do not have half or more of your support turned into Samaritan's Feet, you will need to set up a meeting with the team leader and accounting department.



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If it is 75 days out from the trip departure date and you do not have half or more of your support turned into Samaritan's Feet you have three options:

- a. The remaining balance can be put on a credit card
- b. Forfeit your spot on the team and your money is transferred and held for an upcoming trip within one calendar year from the date the ticket was issued. **Please note that your selection of another trip may be limited due to airline policies and penalties.**
- c. Forfeit your spot on the team and apply the funds to someone else on the team, a specific project, or the cost of shipping shoes

Refunds (90 days before the trip if you cannot make payments)

12. Can I get a refund?

***Please note that your deposit is non-refundable. ***

If you have made payments beyond the deposit, airline ticket deadlines will determine if you are able to get a refund for payments made after your deposit. Individuals needing to take this step will be required to contact the Samaritan's Feet Finance Department directly.

If your trip has been paid in full and you wish to cancel and do not choose one of the options listed above, please note that you will receive a refund minus the deposit, costs incurred by Samaritan's Feet and any other fees paid by the organization prior to the trip. In addition, you will not receive a refund check until 30 days after the mission trip return date.

Exception: If any portion of your trip was paid for by donors, you will not receive a refund on the amount that comes from donors. All donor money specifically designated to Samaritan's Feet will be used to help support the ministry and trip expenses. If a donor wants to specifically support a team member, checks, money orders or cash should be given or written out directly to the team member. If a donor chooses this option, it will not be tax-deductible and Samaritan's Feet will not send out a tax deduction letter.



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General Cancellations (i.e. work, vacation etc.)

13. What happens if I need to cancel my trip in the few weeks leading up to my travel date?

If you make a cancellation 6 weeks or less from your scheduled date of departure, your cancellation must be put in writing for notification purposes. Refunds will not be given based on reasons outside of bereavement or illness. However, funds received can be used for future projects you participate in with Samaritan's Feet. Individuals needing to take this step will be required to contact the Samaritan's Feet Finance Department directly.

Illness & Family Death

14. What happens if I get sick or there is a death and I need to cancel my trip in the few weeks leading up to the trip?

Please note refunds will be based on airline deadlines and penalties Samaritan's Feet may incur as a result of the cancellation. Samaritan's Feet travel insurance only covers an emergency in which case a person must be flown home during the trip. You may however purchase additional travel insurance to cover you.

Sponsorships

15. Will Samaritan's Feet sponsor a person taking part in a mission trip?

No. Samaritan's Feet does not provide sponsorships to mission team members.

16. Can my employer pay for my trip?

Yes. An invoice will be generated to bill your employer.

17. Can I sponsor someone on the team who is having difficulty raising their support?

Yes.



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PASSPORTS, VISAS, IMMUNIZATIONS

18. Do I have to pay for my own visa?

Yes.

19. Does Samaritan's Feet cover any immunizations?

No.

20. When does Samaritan's Feet have to have a copy of my passport?

You must submit a color copy of your passport via mail, personal delivery or email with your application. If you need to apply for a passport, it should be turned in 90 days prior to your trip departure date.

21. How many months should I have on my passport in order to travel?

You must have six months worth of time on your passport after your scheduled date of travel. Otherwise you will need to renew your passport. Failure to do so will result in cancellation of travel by airport authorities. Please note that if you are traveling to South Africa, you must have two clean visa pages in your book. (i.e. no stamps may be on either page)

22. What happens if I do not get my passport or visa back in time?

Failure to submit your visa or passport will result in cancellation of travel.

ADDITIONAL INFORMATION

23. Can I visit new people I have met during my time overseas or relatives?

No.



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24. Can I receive visitors, relatives, or new people I have met during my time overseas at the place where my team is lodging or eating?

No. Visitors are welcome to come and participate in Samaritan's Feet activities. Visitation is permitted only at designated Samaritan's Feet project sites.

25. Can visitors travel with the mission team to projects?

No. All visitors seeking to participate in Samaritan's Feet activities will need to make arrangements to meet you at the designated project sites. Samaritan's Feet does not provide transportation or lodging and is not responsible for visitors.

26. If I am dating someone or engaged, can I sleep in the same room or cottage as my boyfriend/girlfriend or my soon to be spouse?

No.

27. Can I drink or purchase alcohol/tobacco products/drugs at anytime while traveling with Samaritan's Feet? (This includes the time that a person enters the airport to connect with Samaritan's Feet groups or personnel to the time one returns to the airport in the US.)

No.

28. Should I wear the Samaritan's Feet shirt on the day of travel?

Yes.