

## Seminary Visit Reimbursement Form

Please return form with all receipts to [mara.bailey@simpson.edu](mailto:mara.bailey@simpson.edu) or Mara Bailey, 701 North C  
St. Indianola, IA 50125

### Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Age: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Local Church Membership: \_\_\_\_\_

### Travel Info

\*\*\*PLEASE NOTE: reimbursements are only given for visits to [accredited United Methodist seminaries](#)\*\*\*

Name of seminary: \_\_\_\_\_ Location: \_\_\_\_\_

Date(s) of visit: \_\_\_\_\_

Have you visited this seminary before?  Yes  No

Is anyone else accompanying you on your trip?  Yes  No

If yes, who? \_\_\_\_\_

### Check all of the following expenses, if applicable:

\*\*\* PLEASE NOTE: to be reimbursed, ALL receipts must be attached to this form.

Reimbursements will not exceed \$200. Participants may receive reimbursements for up to two  
separate seminary visits (\$200/each)\*\*\*

Travel expenses \$ \_\_\_\_\_

List method(s) of travel: \_\_\_\_\_

If you drove your car, how many miles (round trip)? \_\_\_\_\_

Hotel expenses \$ \_\_\_\_\_

List hotel name(s): \_\_\_\_\_

Meal expenses \$ \_\_\_\_\_

List restaurants/dining centers: \_\_\_\_\_

As you plan your visit, inquire with the seminary staff whether they will provide a free night of housing, free meals, or travel reimbursement. Many will offer some support for a visit!

*If you return from your trip and find your costs were greater than expected, please contact us to discuss other reimbursement options.*