

## CAMP RAMAH IN WISCONSIN STAFF TRAVEL REIMBURSEMENT POLICY – 2008 SEASON

### Chartered Buses from Chicago and Minneapolis

On June 12, there will be bus service provided for staff members departing from three locations: 1) Chicago Midway Airport, 2) Wilmette, IL (northern Chicago suburbs) and 3) Minneapolis.

If you live in these communities and plan to **drive** to camp, you

- Need to get permission from Rabbi Soloff to travel by car and
- You will **not** be reimbursed for your travel expenses.

If you live within 100 miles of Chicago or Minneapolis, you will be responsible for your own travel costs to get to these cities.

### Flights to Chicago or Minneapolis

If you will fly to Chicago or Minneapolis to travel on the staff bus, your airline ticket cost will be reimbursed, as long as you follow the Camp Ramah travel policy:

- Call NEWS Travel at (800) 222-1060 and identify yourself as a Ramah staff member. You will need to pay for your ticket with a credit card; at the end of the summer you will be reimbursed for your travel. Airline tickets booked through another agency will **not** be reimbursed.
- You must book your ticket by May 1. If you make your reservation later than that date, you will only be reimbursed based on airfares on May 1. (Airfares increase as travel date approaches.)
- Your flight home on August 12 will be booked so that you can accompany returning campers.
- **Keep your airline ticket receipt and bring it to camp!**
- Don't forget that airlines charge fees for excess baggage. Check with your airline for details.

### Reimbursement for Driving to Camp

If you cannot ride to camp on the staff bus, and you have permission from Rabbi Soloff to drive to camp, you will be reimbursed based upon the Camp Ramah reimbursement scale for cities in the Midwest. If you are driving from another city you will be reimbursed at the rate of \$.15 per mile up to a maximum of \$250.00 round trip.

- Please note that car reimbursement is made only to the driver, not to passengers.
- Motorcycles are not permitted in camp.

A staff member whose contract start date is other than June 12 will receive travel reimbursement based on prior written approval by Rabbi Soloff.

### Important Info

- Staff week begins on Thursday evening, June 12, at dinner. The campers will arrive on Wednesday, June 18. The camp season ends on Tuesday, August 12, after Shabbat.
- **Keep your travel receipts and bring them to camp.** This applies to all staff members, regardless of the length of your employment. During the summer you will be given a travel reimbursement form. Fill out the form and attach your receipts - you will receive reimbursement at the end of your contracted period of employment. No reimbursement will be made for travel incidentals or cab fares to the airport.
- Any travel questions should be directed to Angela Goldstein at [agoldstein@ramahwisconsin.com](mailto:agoldstein@ramahwisconsin.com).

### Don't Forget:

Log onto your CampRegister account through [www.ramahwisconsin.com](http://www.ramahwisconsin.com) and fill out the staff travel questionnaire and bus reservation form online.