

WomanTours Travel Reimbursement Guidelines

1. Check for flights on Google Flights, Kayak and/or Expedia.
2. Book your domestic travel at least one month prior to traveling.
3. Book your international travel at least two months prior to traveling. Four to six months is better if WT gives you the go-ahead.
4. Send your travel receipt/itinerary to Kristie immediately after booking, as flights can still be canceled without penalty within 24 hours. She will check that you're flying on the right day to the correct airport, etc.
5. If you have questions about "reasonable" when searching for flights, contact Kristie before booking.
6. WT will reimburse your personal credit card if you choose to use it because it allows you free flight perks such as an upgraded seat or free checked bag, etc. Otherwise please use a WT credit card.

WT will pay for:

- a reasonable flight to your destination.
- a pre-assigned seat.
- one carryon or checked bag, plus one personal item.
- arriving one day prior to the start of international tours, including the hotel and food.
- departing on the last day of international tours, whenever possible.
- meals in airports.
- mileage and tolls if you're using a personal vehicle, up to the cost that a rental car and gas or a flight would have been.
- emergency medical evacuation insurance for international tours.

WT will NOT pay for:

- an upgraded seat, such as an exit row, economy plus, etc. You may purchase on your own.
- food or drinks, including water, on an airplane.
- early boarding.
- overweight luggage.
- a second piece of luggage, unless it's to bring supplies, tools, etc. required by WT.
- alcohol.
- entry to airport clubs.