

# FINANCIAL INFORMATION

## Payment Information

### Tracking Your Payments

You are responsible for keeping track of your payments and balance. This includes all deposits as well as the final payment. When the final payment amount is posted, it will be the remainder of the trip cost minus the three deposits. The easiest way to track this is to keep the checklist page somewhere safe and check the payments off as you pay them. These payments should be coming from your church. However, do not expect your pastor or church secretary to manage your payment schedule; tracking your payments is your responsibility. Please consult the fundraising packet for instructions on writing checks to iWitness Ministries.

*\*\*Note: We do not send notifications when we receive payments. We will let you know if we DO NOT receive a deposit from you.\*\**

### Overpayments

If you have overpaid on one or more of the deposits, any excess money will be applied to the next payment. However, we suggest making payments in the exact amount of the required deposits. Doing so will allow you to follow the plan all the way through the final payment without having to make adjustments that could cause confusion.

Any extra money given that exceeds the final trip cost is non-refundable and will be applied at the discretion of iWitness Ministries. In most cases, we will apply that money towards team leaders' costs or other trip expenses.

### Cancellation

If a participant decides not to go, all money that has already been spent on administrative costs and travel deposits will be forfeited. Money that has not been spent on deposits and administrative cost may be handled in one of the following ways:

1. The participant may choose to allow iWitness to hold money over for up to one year and use it towards another trip with us. After one year, money will be categorized as option two below.
2. The participant may choose to allow iWitness to allocate the money for trip related expenses. These may include team leader costs, other team members, supplies, etc.

*Note: Due to our 501c3 non-profit status, we are not allowed to make any refunds.*

## Miscellaneous

### **Trip Cost**

The total cost of your trip includes your airfare, insurance, in-country transportation, meals, lodging, and any other team related expenses. It covers everything that happens from Base Camp to the time when you return home. It does not include your travel cost to Base Camp or getting back to your home once we return to the U.S.

### **Spending Money**

You will not need any extra money for living costs, however, if you want to go shopping or do extra things, you will need your own money to cover that. Feel free to bring extra souvenir and spending money. We recommend that you do not bring too much and be aware that the people you will spend most of your time with will not have as much spending money as you. Constantly spending extra money and shopping could lead them to have an impression of you that you would not want them to have, and it could affect your ability to share effectively with them.

### **Cash is Best**

It is recommended that you **bring cash** for your additional spending money. Make sure the bills are in good condition, no marks, tears, etc. You will have a chance to exchange this money into the appropriate currency once you reach your destination. Travelers' checks are not accepted many places and can create unnecessary problems and confusion.