



ACE Teaching Fellows Travel Support Policy

ACE Teaching Fellows provides financial support to assist with travel expenses related to teaching service at the ACE placement site and completion of the ACE M.Ed. Such support is provided three times:

- 1) For expenses related to travel to the ACE placement site for Year 1
- 2) For expenses related to travel to Notre Dame for Summer 2
- 3) For expenses related to travel back to the ACE placement site for Year 2

Those who elect to drive for these purposes will record and submit the total mileage for the trip along with any related meal and (where relevant) lodging receipts. Travel support for such drivers is based on mileage according to the current IRS mileage (\$0.67) rate. ACE will support such driving/meal/lodging expenses **up to \$500 per teacher**. The \$500 limit may be reached in three ways:

- Driving at least 746 miles or more. Individuals in this category will only submit mileage. No receipts should be submitted.
- Driving less than 746 miles for travel and incurring necessary meal/lodging expenses. **Please note that lodging expenses may only be included if the drive totals more than 500 miles.**
- *In situations where ACE teachers elect to carpool for travel* - the ACE teachers should work together to minimize the total number of receipts that need to be processed. For example:
 - If three ACE teachers drive together on a trip totaling 1000 miles, the ACE teacher whose car is used for the drive should submit mileage only. One other ACE teacher should submit all lodging and meal receipts.

Those who elect to fly for these purposes will purchase their own flight tickets. Flight costs will be supported **up to \$500** (including baggage fees). Flight receipts can be submitted at time of purchase while baggage fee receipts will be submitted after travel is completed. Flights need to be purchased by the following dates:

- **April 15th** (second year travel to Notre Dame);
- **June 20th** (travel to ACE Community);

Receipts need to be submitted within 14 days of purchase. **ACE will provide a shuttle bus from Notre Dame to Midway Airport on arrival and departure days so that Southwest Airlines can be an option for travel to/from communities.** For planning purposes, the Midway bus will depart from Midway Airport at 12pm (CDT) on Sunday for June travel and leave Notre Dame campus at 9am (EDT) in July (typically the Friday after Missioning Mass).

For Summer 2024, the Midway bus leaves Midway airport at 12pm CDT on June 9th and will leave Notre Dame at 9am EDT on Friday, July 26th.

Travel Support Expenses

For those who elect to drive, lodging expenses may only be included in the **\$500** total if the drive totals more than 500 miles. Per the university's travel policy, such travelers should choose convenient, safe, and reasonably-priced accommodations. ACE will support actual room costs only, as substantiated by the detailed hotel bill.

ACE will support reasonable, non-excessive meal expenses (breakfast, lunch, dinner) incurred while traveling for these purposes. Alcohol will not be covered.

For those who elect to fly, ACE will reimburse checked bag fees up to two bags.

All expenses must be submitted within 14 days of being incurred. **Failure to submit within the 14 day period will result in the automatic forfeiture of travel support.**

If you have questions, please contact Kathleen Fulcher (ksucher@nd.edu) or your assigned pastoral administrator.

Process for Support

1. Label receipt file with your Last Name, First Name, ACE Cohort, ACE Community.
2. Prepare one document with all receipts and scan/upload to form. Receipts must be clean and free of any items that the University will not support.
3. Complete the form found [here](#) if you are driving. Complete the form found [here](#) if you are flying.

ACE Travel support is considered a Fellowship/Scholarship Award(FSA). Tax information regarding FSA payments can be found [here](#).