



# MISSION TRIP AND PAYMENT POLICIES

DUE DATE TIME FRAME	AMOUNT DUE <sup>1</sup> (NON-REFUNDABLE)
Initial Registration	\$100/person deposit
120 Days Before Trip	40% of balance <sup>2</sup>
75 Days Before Trip	70% of balance
30 Days Before Trip	100% OF TOTAL BALANCE

<sup>1</sup> ALL amounts paid are considered **tax-deductible donations** made to Project Lucas and are **non-refundable** in most cases due to our 501(c)(3) status with the IRS.

<sup>2</sup> Balance due does not include any expenses incurred prior to arrival in Kenya, including airfare.

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## If I have a family or other emergency and can't go, can I (and my supporters) get a refund?

Unfortunately, per the IRS, because Project Lucas is a 501(c)(3) organization, we cannot issue refunds for donations to your trip. These donations will be used to support the ministry of Project Lucas and/or applied to your team trip for projects. In some situations, we may be able to offer full or partial credit for a future trip within 12 months. PLEASE NOTE: No credits will be issued within **30 days** of the start of your trip.

## What additional expenses should I expect for my mission trip?

All necessities in country such as food, housing, transportation, ministry expenses/work project materials, and your safari are included in your trip fee.

*Additional expenses include:*

- *Pre-trip expenses. **This includes the cost of round-trip airfare** into the Nairobi airport, your entry visa, and any immunizations you may need.*
- *Any extra air travel expenses during travel to/from Nairobi (i.e., food, lodging, etc.).*
- *Drinks at the safari lodge (including water) other than hot tea or coffee. These typically cost about \$2-\$5 per drink.*
- *Any souvenirs or gifts you choose to purchase.*

## What happens if I over-fundraise?

Any funds raised above the amount needed for your trip fee can be extremely helpful to Project Lucas to supplement the ministry and projects taking place during your trip. Alternatively, you can choose for your extra funds to be used for reimbursement for airfare, vaccination, or visa costs only. You can send a copy of your receipts to [info@projectlucas.org](mailto:info@projectlucas.org) to be reimbursed within 30 days following the trip's end. Extra funds in your account after reimbursement will be used for ministry and project expenses for your trip.

## Who handles arrangements for my airline tickets?

We ask that groups and individuals purchase their own airline tickets. We often help coordinate travel times with different groups/individuals so that they can meet up in a particular city/airport and travel to Kenya together. The cost of your airline ticket and any other travel expenses is NOT included in the Project Lucas trip fees.

If you need help acquiring your airline ticket, you can contact Dehoney Travel at [www.dehoneytravel.com](http://www.dehoneytravel.com) (tell them you were referred by Scott Dishong with Project Lucas.)

## When should I plan to arrive in and depart from Nairobi?

You/your team should plan to arrive at Jomo Kenyatta International Airport (JKIA) **in the evening** on the first day of your trip. (For example, if your trip is July 1-15, your flight into Nairobi should arrive on the evening of July 1<sup>st</sup>.) Most international flights into Nairobi arrive after 7:00 p.m. Your trip officially starts with your pickup from JKIA in Nairobi. Departure from JKIA should take place after dinner on the last day of the trip.

If you have difficulty finding flights that fit into your specific travel time frame, please **contact Project Lucas** before booking your flight to ask about special arrangements.

## Can I/my team arrive a day early or stay a day late?

We ask that teams/individuals limit their time to the dates of their trip. If you choose to extend your trip by a day or more for sightseeing or other various activities, Project Lucas will NOT be able to provide meals, housing, or plan additional group activities before or after the trip schedule. All additional days and logistics for activities will be the sole responsibility of the individual.