

Trip Cancellation Policy

1. If the missionary raises a portion of the funds and then drops out of the trip before the first financial deadline, all funds raised on his/her behalf will be put into the mission trip fund of which he/she had been a part.
2. Any personal funds given towards the trip will not be refundable but will be considered as a contribution to the short-term mission trip fund. Therefore, it will be a tax-deductible contribution.
3. If the missionary is raising support and cancels **21-35 days** before the trip departure date or after his/her airline ticket has been purchased, he or she will be responsible to have in his missionary account at least the cost of his/her airfare, otherwise, he/she will have to pay the balance difference from out of pocket. He/she also will also be responsible to pay an additional **out of pocket \$100** cancellation fee to cover expenses incurred by GCLA and the host church (**no mission funds that the missionary has raised will be used towards paying this cancellation fee.**) If the missionary cancels **1-20 days** before the trip departure date, the out of pocket cancellation fee will be **\$200**.
4. If the missionary is paying for his/her own trip cost and he/she cancels **21-35 days** before the trip departure date or after his/her airline ticket has been purchased, he/she will be responsible for the cost of his/her airline ticket. Additionally, he/she will be responsible to pay GCLA a cancellation fee of **\$100**. If he/she cancels **1-20 days** before the trip departure date, the cancellation fee will be **\$200**.
5. The cancellation fees will be waived only in the event of (1) the death of an immediate family member (parent, sibling, other close relative) which prevents the missionary from attending or (2) an illness in which the doctor recommends that the missionary doesn't travel. We will require a copy of the death certificate or letter from the doctor as proof of the reason for not traveling; otherwise the missionary will be responsible to pay the fee.
6. If the missionary cancels his/her trip due to the reasons stated in number 5, all funds that he/she has raised or paid will either go towards the mission trip fund, or may be allocated towards any other Latin America mission trip that he/she might go during that calendar year.
7. Due to IRS rules beyond our control, no funds are able to be returned to the donor as they are considered a ministry gift directed toward the mission activity. To return these funds would appear to the IRS as "money-laundering" in the sense that a receipt for tax deductions has already been sent, and having the money sent back would violate their policy. In light of this IRS policy, if the missionary cancels his/her trip, any out of pocket funds he/she has given towards the trip will not be refunded.