



## MORRISON ACADEMY TRAVEL INFORMATION for NEW STAFF 2017-18

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*Morrison pays for the most direct and economical one-way flights for new staff and their eligible family members coming to Taiwan. Please refer to Morrison's Administrative [Procedure #780](#) for more details. When booking/purchasing plane tickets to Taiwan for the first time, please note the following:*

### **When should I arrive?**

New staff orientation starts Monday, July 31 so please schedule your Taiwan arrival date between July 23 and 30. For exceptions, please contact Bonnie McGill ([mcgillb@mca.org.tw](mailto:mcgillb@mca.org.tw)). It is advisable to make travel arrangements at least three months in advance, if possible, due to the fact that trans-pacific flights usually fill up quickly during the summer.

### **How should I purchase the tickets?**

Please collect at least two travel quotes in total from a travel agent, an airline directly or travel website, and email them to Morrison's Director of Finance (Matt Sawatzky [sawatzkym@mca.org.tw](mailto:sawatzkym@mca.org.tw)), indicating your desired choice and specify child (ages 2-12) and infant fares. When reviewing ticket options, please also inquire what penalties there may be for changing the schedule or route. Once you receive approval from Matt Sawatzky, you may purchase the tickets.

### **How do I get reimbursed from Morrison?**

Once you order and pay for the ticket(s), email the invoice or e-receipt (with itinerary, names and cost on it) to Matt Sawatzky. *Also, when you travel, please keep all boarding passes (stubs) and turn these in after you arrive, as they are required for accounting purposes.*

You may be reimbursed in one of the following ways:

- A paper **CHECK** made payable to you and mailed to you. Mailing may take approximately 10-14 days.
- An **ACH TRANSFER** to your U.S. bank account. In order to do this, you will need to send your bank's routing number and account number to Matt Sawatzky, or simply email a copy of a voided check. If all the information is sent before the 10<sup>th</sup> of a month, the transfer will be completed by the 20<sup>th</sup> of that same month.
- AFTER YOU ARRIVE**, Morrison can reimburse you within the first few days of your arrival in cash or included in your first month's pay (paid on July 20).

If you require a different method for purchasing or reimbursement of your ticket(s) than listed above, please contact Matt Sawatzky directly to discuss other options.

### **What else do I need to know about travel to Taiwan?**

#### **Airports:**

Taiwan has two major international airports: Taoyuan (Taipei, TPE) and Kaohsiung (KHH). If you are serving at our Taipei campus or the Taichung campus, your destination needs to be Taipei. If you are serving at our Kaohsiung campus, your final destination needs to be Kaohsiung.

Website for Taoyuan International Airport <http://www.taoyuan-airport.com/english/Index/>

Website for Kaohsiung International Airport <http://www.kia.gov.tw/English/>

### ***Airport Pickup in Taiwan:***

Morrison will arrange for your transportation from the airport in Taiwan and someone will be there to meet you. Please email a copy of your itinerary to your campus administrator (listed below), and Bonnie McGill. Please note the change in date if you will be flying west across the international dateline. When you travel, it is a good idea to carry the following phone/email list in case you run into problems along the way:

	<b>International</b>	<b>In Taiwan</b>	<b>Email</b>
<u>Taichung Campus</u> Doug Bradburn, Principal (9-12) Seppie Myburgh, Principal (K-8)	886(4)2292-1171 886(4) 2299-1893 886(4) 2291-5219	(04) 2292-1171 (04) 2299-1893 (04) 2291-5219	bradburnd@mca.org.tw myburghs@mca.org.tw
<u>Taipei (Bethany) Campus</u> Susanna Myburgh, Principal	886(2) 2365-9691	(02) 2365-9691	myburghs1@mca.org.tw
<u>Kaohsiung Campus</u> Joe Torgerson, Principal	886(7) 356-1190 886(7) 356-1152	(07) 356-1190* (07) 356-1152*	torgersonj@mca.org.tw
<u>System Services</u> Bonnie McGill, Dir. of Human Services	886(4) 2297-3927 886(4) 2291-4061	(04) 2297-3927 (04) 2291-4061	mcgillb@mca.org.tw

*\*If you are calling a Kaohsiung number from the Kaohsiung airport, simply dial the last 7 digits.*

### ***Morrison's Relocation Allowance:***

Head of Household expatriate employees are normally eligible for a *Relocation Allowance* to help with extra-baggage or moving expenses of any kind. Please see [Procedure #755](#) for details. You may collect any moving-related receipts (hotel, gasoline, meals out, etc.) in your home country for this reimbursement. You may also collect receipts in Taiwan for purchases after you arrive (*but you must use Morrison's local tax ID number which you will receive later*). Typically, once you have turned in receipts totaling or exceeding your total relocation allowance amount, it will be sent to you in your next month's pay. Other arrangements can be made upon request. Someone hired who is already living in Taiwan will receive half the relocation allowance amount.

### ***Suggestions on Shipping Extra Baggage:***

Airlines have a limited check-in allowance (typically one or two 22 kilogram (50 pound) bag(s) per person, from North America. Please double check with your travel agency about baggage allowances. Airlines will allow you to pay for excess baggage, and this may be cost-effective depending on your situation. Mailing boxes by postal or parcel services are generally expensive and may be charged extra duties upon arrival. Door-to-door moving companies are safe but generally quite expensive. If you would like to move larger household items from N. America, you may take advantage of a shared shipping container that Morrison arranges each summer from Indiana, and pay your portion accordingly. Bonnie McGill will send a separate letter with details about this option.

### ***Note on Unaccompanied Baggage:***

If you choose to have extra baggage shipped/mailed to Taiwan, please arrange the unaccompanied baggage (containers/shipment) to arrive in Taiwan *after* your arrival but within six months after your entry. When the unaccompanied baggage arrives, you or someone authorized by you will need to take your customs receipt and entry permit (or passport) to the Taiwan Customs office and pay customs fees, if applicable, in order to retrieve your shipped items. Please note the exemption limit for a particular item and associated duties. For more details, please check: <http://eweb.customs.gov.tw/ct.asp?xItem=15227&ctNode=10030>.

### ***More Questions?***

Please feel free to email Bonnie McGill at [mcgillb@mca.org.tw](mailto:mcgillb@mca.org.tw) or call at 8864-2297-3927, ext 105 if you have any questions about travel, shipping, visas, salary, or benefits. During the months of June and July, office hours are Monday to Thursday 9:00 a.m. until 3:00 p.m., Taiwan time.