



## MORRISON ACADEMY TRAVEL INFORMATION for NEW STAFF 2019-20

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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 29 so please schedule your Taiwan arrival date between July 22nd and 28th. For exceptions, please contact Matt Sawatzky ([sawatzkym@mca.org.tw](mailto:sawatzkym@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 from a travel agent, an airline directly or travel website, and email them to 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 <https://www.taoyuan-airport.com/english>

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). 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) Scott Finch, Principal (K-8)	886(4) 2292-1171 886(4) 2299-1893 886(4) 2299-1365	(04) 2292-1171 (04) 2299-1893 (04) 2299-1365	<a href="mailto:bradburnd@mca.org.tw">bradburnd@mca.org.tw</a> <a href="mailto:finchs@mca.org.tw">finchs@mca.org.tw</a>
<u>Taipei (Bethany) Campus</u> Susanna Myburgh, Principal	886(2) 2365-9691	(02) 2365-9691	<a href="mailto:myburghs1@mca.org.tw">myburghs1@mca.org.tw</a>
<u>Kaohsiung Campus</u> Julie Heinsman, Principal	886(7) 356-1190	(07) 356-1190*	<a href="mailto:heinsmanj@mca.org.tw">heinsmanj@mca.org.tw</a>
<u>Support Services</u> Sabrina Lee, Assistant to the Superintendent	886(4) 2297-3927 886(4) 2451-0024	(04) 2297-3927 (04) 2451-0024	<a href="mailto:sabrina@mca.org.tw">sabrina@mca.org.tw</a>

*\*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*. Please see [Procedure #755](#) for details. You will receive the benefit in cash shortly after arrival but in order for Morrison to consider it a business expense, please collect any moving-related receipts (hotel, gasoline, meals out, etc.) either in your home country or after arriving in Taiwan (*Taiwan receipts will need Morrison’s local tax ID number which you will receive later*). Submit receipts that total or exceed the amount of your relocation allowance by the end of the first semester. Any portion not covered by receipts will be considered personal income and may be included in your taxable income at the end of the year. A new hire 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. Missy Bradburn [bradburnm@mca.org.tw](mailto:bradburnm@mca.org.tw) is coordinating this service in 2019.

***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. Here are more [details](#).

***More Questions?***

Please feel free to email any of the people mentioned above if you have any questions about travel, shipping, visas, salary, or benefits.