



VISION TRIPS

POLICY GUIDE

UPDATED 2025

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WELCOME

Thank you for considering vision trips as part of your big adventure here at SMH/LDG! Your leadership team has thought, dreamed, and prayed about how to more seamlessly place the kingdom in front of you. How can we all see God's work in us and in others in a firsthand way that may change how we think, how we feel, and how we perceive God's handiwork. From that prayer and dreaming we are offering the chance to be a firsthand witness to many of the ministries we have served and supported for years.



We hope and pray that God leads you to a closer relationship with Him, with His ministry, and with the team you share this experience with. May God bless your willingness and openness to see Him and his ministry from a firsthand perspective. God's Blessings.

JOE HARRIS

VISION

Our vision for these trips is to provide an opportunity to break away from our local comforts and preconceived notions about missions. We will have ample time to pray for our hosts and offer them encouragement. Ultimately, by visiting our ministry partners in their context; seeing the people they serve and *how* they serve them, we get a broader, stronger, and healthier view of the Kingdom of God.

TRIP OBJECTIVES



PARTICIPATE IN CULTURE

Look, ask questions, and be open to learning about the cultural differences.



ENCOUNTER GOD

Be present, willing to see how God is moving around the world.



EXPERIENCE MINISTRY

Learn from our ministry partners and understand why they do what they do.



CREATE CONNECTION

Grow in relationship with those on the trip and connect with those you meet.

PARTICIPANT ELIGIBILITY

In order to apply for a Vision Trip, an employee must be working **full-time** for a total of **one year**. The first day of the trip must be **after** the employee's one-year employment anniversary date.

Each employee must discuss with their immediate supervisor and obtain their approval when submitting a Vision Trip application.

Receiving additional paid time off and having all or part of the Vision Trip expenses paid for by the Company is a benefit of working for Schuber Mitchell Homes, PBC and its subsidiaries (hereafter referred to as the Company) and not a guarantee or a contract. Leadership reserves the right to withdraw this offer in its entirety or to decline to pay for or extend PTO for a participant on a Vision Trip.

If an employee chooses to add (supervisor approved) PTO days to the end of a trip, the Company will cover the cost of the return flight home, up to the price of the group ticket. All added PTO expenses will be the employee's responsibility. Employees must submit extended PTO days in the application and cannot add after chosen.

APPLICATION PROCESS

ALL PARTICIPANTS MUST COMPLETE THE FOLLOWING:

1. Go to Vision Trips [website](#).
2. Supervisor must submit approval for 2025 Vision Trip via “Supervisor Form”.
3. Have a passport valid for at least six months after your desired trip’s departure. If your passport expires within six months of your desired trip, you will need a new passport before you apply.
4. Submit application for 2025 Vision Trips.
 - a. Each applicant can choose their top three trip preferences and the lottery will sort it out.

SELECTION PROCESS

- Eligibility will be confirmed for each applicant.
- All eligible applicants will be entered into a lottery.
 - For each trip, the selection process will reflect the Company’s male to female ratio. **Example:** For a 20 person trip, we would take 4 women and 16 men.

AFTER SELECTION:

1. Submit a Vision Trip Leave through ADP.
2. Submit PTO if extending Vision Trip.
3. Attend all mandatory trainings.



1st Trip
100%



2nd Trip &
beyond **75%**

FINANCIAL PLAN

COMPANY

- Paid time off, travel expenses (meals, lodging, flights, etc.), and international phone data.

PARTICIPANT

- Obtain and purchase passport.
- Personal donations to our partners (optional).
- Spending money for snacks and souvenirs during travel.
- Additional travel health insurance (if desired).

EXPEDITING PASSPORTS AND VISAS

The participant will be financially responsible for expediting a passport if:

- The due date is missed to turn in passport paperwork and/or other needed documents to the Connection Team.

VISION TRIP LEAVE

- This is a paid time off accrual specifically for Vision Trips. This will be kept separate from Ministry Leave and standard PTO accruals.
- ALL employees will continue to receive 40 hours of Ministry Leave each calendar year. As a reminder, this is use it or lose it time set apart to allow employees to serve others through the gift of their time.
- Employees who are drawn in the lottery to participate in a trip will receive Vision Trip Leave to cover the number of business days they would have otherwise been working. Vision Trips hours will only be visible and available for the year(s) an employee goes on a Vision Trip.

CANCELLATION POLICY

FEES

After trips have been confirmed - if a participant cancels, there will be a \$50 cancellation fee and/or any non-refundable amounts already paid. As the Company incurs costs, the employee is responsible.

This includes, but is not limited to, visas, shots, airline deposits or tickets, airline change and/or cancellation fees, travel agency fees, and money paid directly to the non-profit organization(s). Participants will have six months from the date of cancellation to pay back the amount. After that time, the Company will begin deducting payments out of each paycheck until the balance is paid in full.

If an employee willfully chooses to terminate their employment, they will be required to reimburse funds lost to the Company upon leaving. If funds are not reimbursed at that time, the Company reserves the right to withdraw any incurred fees or amount owed to the Company from the employee's final paycheck.



HEALTH & SAFETY

Participants are provided with information regarding safety tips and health concerns. This information is not exhaustive and further research is the responsibility of the participants. Any risks that may result from international or domestic travel are the responsibility of the participant. Vision Trip participants must continue to exercise good judgment and discretion throughout the duration of the trip and adhere to all Company and Vision Trip policies. No drugs, tobacco, or alcohol are allowed on any Company trip. Participants are expected to obey all laws within the countries they are traveling to and be mindful and respectful of cultural customs and practices.

Participants are encouraged to check all travel advisories put out by the United States government concerning the countries they are traveling to. If a major conflict or security-related event occurs near the place where participants will be traveling (between the time they signed up for the trip and when they depart) that causes them to fear for their safety, participants may request a cancellation due to safety concerns. The situation will be reviewed by Leadership to determine the need or amount to be paid back to the Company. However, if no major conflict or event has triggered that shift, participants will still be fully responsible for cancellation. Vision Trip participation is completely voluntary and regardless of financial responsibility, they are always free to cancel their trip if they're concerned for their safety.

HEALTH & SAFETY

Participants covered by the Company medical plan can expect to have covered emergency medical services reimbursed by Blue Cross Blue Shield as an out-of-network service. Since coverage cannot be verified when traveling outside the country, personal payment should be made at the time of service and Human Resources will assist in filing a claim upon return to the states. It is the participant's responsibility to obtain relevant and necessary documentation as proof of the health service and payment. Participants are required to reimburse the Company if medical services are paid for on a Company credit card.

The Company's priority is to ensure every participant receives needed medical care while on a Vision Trip. If an employee is concerned about a potential health emergency the Company recommends the purchase of an additional travel health insurance policy.

- Recommended travel health insurance policy: GeoBlue by Blue Cross Blue Shield
- Estimated pricing: \$25 - \$60 per person (depending on age)
 - To purchase a policy, visit <https://www.geobluetravelinsurance.com/>

60 DAY TRAVEL ASSESSMENT

60 days before each trip, we will assess the travel viability of the upcoming trip. This will include all trip details, travel restrictions, and transportation. All participants will be informed if changes to travel are necessary or if a cancellation occurs.

COMPANY POLICIES

Extended Travel/Personal Travel Expenses

Each participant is eligible to extend their Vision Trip and use Paid-Time Off. Fees or costs associated with extending a business trip for personal enjoyment will not be covered by the Company. This includes additional nights in a hotel, meals, transportation fees, etc.

International Cell Phone and Data Coverage

If you are extending your trip, please contact the IT Department at least two weeks prior to scheduled travel if you will continue using your work device. IT will assess any necessary migration and establish geofencing for accessing company email.

Employees will be charged for international cell phone service add-ons to their work device.

The Company restricts iPad device usage outside of US territory.

Human Resources

Each participant will need to request their Vision Trip Leave dates and allow their supervisor to approve once selected for a Trip.

COMPANY POLICIES

Non-authorized Travel Expenses

The following items that may be associated with business travel are not authorized expenses on the Corporate Credit Card and will not be reimbursed by the Company:

- Airline upgrades
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies and related incidentals.
- Passports
- Souvenirs

Corporate Credit Card

Participants, other than those assigned, are prohibited from using their Corporate Credit Card during a Vision Trip. Everything covered by the Company should not require a participant to use their card.



COMPANY POLICIES

Coordination with Other Leave Policies

Employees are eligible to participate in a Vision Trip if they are also on any kind of paid leave (i.e. sabbatical or parental), but are not eligible to be a Vision Trip leader.

Background Checks

All participants (including guests) are required to complete a background check with the Company after the selection process of a Vision Trip. The Company reserves the right to deny participation based on report findings that suggest a potential risk to team safety, trip objectives, or ministry partner requirements.

Mandatory Trainings

Employees and guests are required to attend all mandatory trainings for their selected trip.

Guests

Each participant is eligible to bring one guest on their selected vision trip. A guest is defined as someone who is not employed by the Company and is 18 years or older. The Company will cover the designated percentage of the cost for the employee, as well one guest. If a participant's guest is no longer able to attend the vision trip selected, guest transfers are permitted up to 3 months before departure.