



SEVENTH-DAY
ADVENTIST
CHURCH

Potomac
Conference

Office of the Vice President for
Administration

MEMO

TO: Pastors, Educators, Exempt Office Staff, Non-Exempt Office Staff and Executive Committee Members

FROM: Jorge Ramirez

DATE: June 28, 2018

SUBJECT: 2019 Continuing Education Tour to Israel/Jordan Extension

Below are additional details regarding the Continuing Education Tour to Israel and Jordan Extension:

Reservations: Are based on first come first serve with deposit of \$200 per person. (Non-Refundable after September 1, 2018).

Deposits: Deposit can be made either by check or payroll deduction. (for payroll deduction see attached form)

Rates: Rates are based on double-occupancy. Roommates will be assigned to those traveling alone. If you wish to have a single room, you will need to pay the following additional fees: Israel Only (\$960), Israel/Jordan (\$1,240)

Full Payment Due Date: Full payment for the Israel Only and Israel/Jordan Extension is due **December 1, 2018.**

Continuing Education Bank: For Pastors and Exempt Office Staff, continuing education funds may be used to help off-set the cost of your trip. These funds are for employee expenses only. Please submit the attached continuing education request to access these funds. Educators will automatically receive \$900 continuing education credit toward the balance of their trip.

Payroll Deduction: If you would like to request a payroll deduction, please submit the attached payroll deduction form indicating which trip you will participate in and the amount each month you would like deducted from your payroll.

Airfare Not Included – Participant to make own arrangements. For those participating in the Jordan Extension, check with Denise before making airline reservations.

Flight Details: Israel Only: Arrive Tel Aviv Monday, March 18, 2019 **by 4:00 pm** (Highly recommend Delta, United, American). Depart Tel Aviv Thursday, March 28, 2019 after 11 pm or Friday, March 29, early morning. (There are no hotel accommodations for Thursday night).

Israel/Jordan Extension: Arrive Tel Aviv Monday, March 18, 2019 **by 4:00 pm.** Depart Amman, Jordan, Tuesday April 2 in the morning.

Visa Information: US Citizens will receive a *gratis* Visa at the airport. All other citizens should check with their embassy regarding obtaining a Visa into Israel/Jordan.

Turkey-7 Churches Tour: Yanil Alcantara will share more information regarding this tour in the near future.