

# VISITING PROFESSORSHIP REIMBURSEMENTS

The following are considered by CBA to be reimbursable expenses for Visiting Professorships at the Pontifical Biblical Institute in Rome and the École biblique et archéologique française de Jérusalem. When seeking reimbursement, the Visiting Professor is expected to provide the CBA Executive Director with a itemized receipts, when possible, and an itemized account. Other unforeseen expenses not listed below will be considered on a case by case basis.

## **TRAVEL**

- Travel visa fees, if needed.
- Italian or Israeli identity card fees, if needed.
- Roundtrip airfare, plus ground transportation at both ends of each trip.
- Commuting fees, if housing is outside of walking distance.
- Excursions with class as part of class instruction (but not personal excursions or touring).

## **ROOM & BOARD**

- PBI has an apartment available for rent, normally for families only. Professed religious or ordained have options around Rome.
- EBAF has room and board availability.

## **SHIPPING**

- PBI and EBAF have extensive libraries, but if there are books in your library that may be required for teaching, the shipping costs to and from, may be reimbursed.
- The shipping fee for additional clothing may be reimbursed.

## **EQUIPMENT & SUPPLIES**

- Books required for teaching.
- Laptop, if required.
- Printer, ink cartridges, paper.

## **OTHER**

- Library fee. If required.
- Italian tutor, if necessary.
- Reliable highspeed Internet connection if needed.
- International cell phone calling plans for the semester, if needed.

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**THE CATHOLIC BIBLICAL ASSOCIATION OF AMERICA**

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