

**Farmer-to-Farmer**

**Expenses & Reimbursements**

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**YOUR EXPENSE CHECKLIST**

**To receive your advance and reimbursements, submit the following items to your CRS contact.**

*\*Receipts scans submitted via e-mail are preferred. Mailed receipts should be copied in case of lost mail.*

**Prior to departure…**

Submit [Banking Form](http://farmertofarmer.crs.org/wp-content/uploads/2017/07/5-Banking-Info.-Form.pdf) (at least 3 weeks before departure)

**When you return…**

Receipts (US transportation/parking, medical, etc.)

Volunteer Reimbursement Form (see page 6)

**YOUR CRS CONTACT**



Maria Figueroa

[maria.figueroa@crs.org](mailto:maria.figueroa@crs.org)

Phone: (410) 951-7366

Catholic Relief Services

Attn: Maria Figueroa

228 W. Lexington Street, 6th Floor

Baltimore, MD 21201

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| **EXPENSES AT A GLANCE** | | |
| **Expense** | **Payment method** | **Timing** |
| Medical preparation | CRS reimburses | Post assignment |
| International airfare | CRS pays directly | At time of purchase |
| Visa | Direct deposit to volunteer | Before departure |
| Emergency Insurance | CRS has prepaid | NA |
| Training materials | CRS reimburses | Post assignment, w/preauthorization |
| Airport transportation in US | CRS reimburses | Post assignment |
| Layover meals/incidentals | CRS reimburses | Post assignment, using flat rates |
| Layover hotels | Depends on location | Depends on location |
| In-country meal funds | Direct deposit to volunteer | Before departure |
| In-country meal funds | Direct deposit to volunteer | Before departure |
| In-country meal funds | CRS pay directly | Varies |
| In-country meal funds | CRS pays directly | Varies |

**MEDICAL PREPARATION EXPENSES**

* CRS pays for *travel* vaccinations [recommended by the CDC](https://wwwnc.cdc.gov/travel/destinations/traveler/none/ethiopia) for volunteers to Ethiopia; however, volunteer are responsible for *routine* vaccines & flu shots. **Keep all receipts.**

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| Reimbursable w/receipt | Non-reimbursable |
| * [**Travel** vaccines](https://wwwnc.cdc.gov/travel/destinations/traveler/none/uganda) * Malaria pills, when recommended * Travel checkup fee | * **Routine** vaccines (MMR, chickenpox, polio, tetanus, flu, etc.) * Medical supplies (bed nets, water filters, etc.) * Personal medications, annual physical fee |

*\*CRS does not give medical advice; travelers should consult a doctor and* [*CDC*](https://wwwnc.cdc.gov/travel/destinations/traveler/none/uganda)*.*

**TRAVEL TO/FROM AIRPORT**

*We appreciate volunteers who help CRS stretch funds farther by finding economic airport transportation!*

* CRS reimburses volunteers $0.58 per mile (subject to change).
* If you anticipate total transport/parking expenses to exceed $150.00, please advise us beforehand.
* **Receipts required** for airport parking reimbursements.

**MEAL PER DIEM**

**While Traveling**

* CRS provides preestablished, **flat rate amounts** for meals, regardless of the actual amount spent*.* *Receipts only needed for meals taken in Zurich, Switzerland and Tokyo, Japan.*
* Request travel meals post-assignment using the form on page 4.
* The “incidentals” category covers laundry, service charges, tips, and miscellaneous expenses.

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| **Breakdown of Daily Per Diem--Layover Cities** | | | | | |
| **City** | **Daily Total** | **Breakfast** | **Lunch** | **Dinner** | **Incidentals** |
| Berlin, Munich, Incheon | $50 | $8 | $12 | $20 | $10 |
| Dublin, Wellington | $65 | $10 | $16 | $26 | $13 |
| Brussels, Rome, Bali,  Amsterdam, Canberra, London, Frankfurt | $70 | $11 | $17 | $28 | $14 |
| Paris | $75 | $11 | $19 | $30 | $15 |

**While in Ethiopia**

* Volunteers will receive per diem meal funds via direct deposit. Submit the [Banking Form](http://farmertofarmer.crs.org/wp-content/uploads/2017/07/5-Banking-Info.-Form.pdf) at least 3 weeks before departure. Let your CRS contact know if you prefer a mailed check.
* You are not required to provide meal receipts or account for per diem usage.

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| **Breakdown of Daily Per Diem Rates in Ethiopia** | | | | |
| **Daily Total** | **Breakfast** | **Lunch** | **Dinner** | **Incidentals** |
| $45.00 | $7.00 | $11.00 | $18.00 | $9 |

**Carrying and withdrawing cash:**

* You may carry money to exchange or withdraw it from an ATM in Addis Ababa. Daily maximum withdraws may apply. Email [Biruk.Tesfaye@crs.org](mailto:Biruk.Tesfaye@crs.org) and [Lidia.Retta@crs.org](mailto:Lidia.Retta@crs.org) for more information.
* When exchanging dollars, ensure bills are crisp, free of markings, and less than 10 years old.
* Speak to your bank about international fees and to flag your account for international travel.

**ASSIGNMENT SUPPLIES**

* If you need **training** supplies, consult [Maria.Figueroa@crs.org](mailto:Maria.Figueroa@crs.org) for approval *before* purchasing and to inquire if supplies are best purchased in the US or Benin. $100 limit, receipts required.

**EXPENSES IN COUNTRY**

CRS pays directly for *assignment-related*, in-country travel, hotel, translators, etc.

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| **CRS Farmer to Farmer** | | | |
| **Volunteer Reimbursement Form** | | | |
| *Email completed form and receipt scans to Maria.Figueroa@crs.org* | | | |
| **Name:** | | | |
| **Assignment Code:** | | | |
| **Assignment Dates:** | | | |
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| ***Please list expenses in chronological order.*** | | | |
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| **Do not include any expenses that CRS has already reimbursed.** | | |  |
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| **Date** | **Description of Expense** | **Location** | **Cost** |
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|  |  | **TOTAL:** |  |
|  |  |  |  |
| **Mileage Only \*** | |  |  |
| **Date** | **Address Traveled To / From** | **# of Miles** |  |
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* Please include a route map from Google Maps or MapQuest showing your mileage, if possible.
* Emailed forms are encouraged. If you prefer to mail them, *please retain copies* in case your mail is lost, and send to the address on page 1 of this document.