

## Farmer-to-Farmer Expense & Reimbursement Form

### Timor Leste

Please submit your expenses via email to [Priyanka.subba@crs.org](mailto:Priyanka.subba@crs.org). Receipts are required for all expenses other than your meals during your assignment.

#### Medical Preparation Expenses

CRS will pay for any *travel* vaccinations [recommended by the CDC](#) for travelers to Timor Leste; however, volunteers are responsible for *routine* vaccines and flu shots. Expenses are reimbursed at the end of the trip, but if needed, can be reimbursed prior to departure. CRS does not give medical advice.

Reimbursable	Non-reimbursable
<b>Travel</b> vaccines that include: Hepatitis A, Malaria, Typhoid, Yellow Fever, etc. (see your country specific medication preparation document for more information)	<b>Routine</b> vaccines that include: measles-mumps-rubella (MMR), diphtheria-tetanus-pertussis, varicella (chickenpox), polio and your yearly flu shot.
Malaria pills when recommended	Hard medical supplies, such as: suture kits, bed nets, water filters, etc.
Travel checkup fee	Full annual physical fee
	Personal medications, such as: blood pressure medicine, etc.

#### Travel Expenses

**Travel to Airport/Airport Parking**– CRS asks you to explore economical options for transport. If you anticipate total transport/parking expenses to exceed \$150.00, please advise us beforehand. CRS reimburses \$0.545 per mile, which is subject to change.

#### Miscellaneous

**Other Expenses in Country** – CRS pays costs up-front for assignment related in-country travel, hotel, translators, etc. You will not need to pay for these costs.

**Visas** – Timor Leste requires a valid passport and travel visa for all U.S. and non-U.S. passport holders traveling to Timor Leste. You can obtain your single-entry visa upon arrival in Timor Leste. The visa cost is \$35.00 and will be advanced to you along with your per diem.

## Per Diem for Meals & Incidentals

### Timor Leste Per Diem for meals (provided in advance) –

	Daily Rate	Breakfast	Lunch	Dinner	Incidentals
All other regions	\$40.00	\$6	\$10	\$16	\$8
Bacau	\$25.00	\$4	\$6	\$10	\$5

CRS has a different per diem rate for Bacau (\$25 per day) and the other regions in Timor Leste (\$40 per day). Your per diem allocation will vary based on your assignment location (s) and could be a combination of the two based on your itinerary.

Meal and incidental funds (per diem) are provided via direct deposit in advance of your trip, using [this Banking Form](#). You are not required to provide meal receipts or account for per diem usage. Incidentals are meant to cover: laundry/dry cleaning expenses, service charges and tips. If you prefer a mailed check in lieu of a direct deposit, please contact [Priyanka.Subba@crs.org](mailto:Priyanka.Subba@crs.org).

### Meal Per Diem During Travel to/from Country –

CRS provides **flat rate amounts** for meals purchased during travel dates (due to layover or arriving hours early for a flight) per set CRS meal rates. These are provided after your assignment. Receipts not needed.

### SAMPLE EXPENSE FORM ENTRY:

Date	Description of Expense	Location	Cost
7/24/16	Breakfast during layover	Amsterdam	CRS rate

For planning purposes, here are meal and incidentals daily allowances for typical cities that flights to Timor Leste route through and the breakdown of these rates.

Bali	\$70/day
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### Breakdown of daily rates:

Daily Rate	Breakfast	Lunch	Dinner	Incidentals
\$70	\$11	\$17	\$28	\$14

*CRS strives to stretch funds as far as possible to reach more beneficiaries under our program. Actions like taking a shared van or having a friend/family member drop you off really go a long way to help the reach of our program.*

