5

**Farmer-to-Farmer**

**Expenses & Reimbursements**

****

**YOUR CRS CONTACT**

Mireille Ngokion

[Mireille.Ngokion@crs.org](mailto:Mireille.Ngokion@crs.org)

Phone: (410)951-7315

Catholic Relief Services

Attn: Mireille Ngokion

228 W. Lexington Street, 6th Floor

Baltimore, MD 21201

USA

**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 5)

**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 |

**CARRYING AND WITHDRAWING CASH**

* You may carry money to exchange or withdraw it from an ATM in Cotonou. Daily maximum withdraws may apply. Email [Nestor.Alokpai@crs.org](mailto:Nestor.Alokpai@crs.org) and [Christelle.Achade@crs.org](mailto:Christelle.Achade@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.

**EXPENSES IN COUNTRY**

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

**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 Rwanda. $100 limit, receipts required.

**MEDICAL PREPARATION EXPENSES**

* CRS pays for *travel* vaccinations [recommended by the CDC](https://wwwnc.cdc.gov/travel/destinations/traveler/none/benin) for volunteers to Rwanda; 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/benin) * 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/benin)*.*

**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 5.
* 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** |
| Addis Ababa | $45 | $7 | $11 | $18 | $9 |
| Munich | $50 | $8 | $12 | $20 | $10 |
| Ouagadougou, Brazzaville | $55 | $8 | $14 | $22 | $11 |
| Berlin, Bangui | $60 | $9 | $15 | $24 | $12 |
| Khartoum, Vienna, | $65 | $10 | $16 | $26 | $13 |
| Brussels, Rome, Frankfurt | $70 | $11 | $17 | $28 | $14 |
| Amsterdam, Kinshasa | $75 | $11 | $19 | $30 | $15 |
| Paris, London | Receipt Required | | | | |

**While in Rwanda**

* 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 Rwanda** | | | | |
| **Daily Total** | **Breakfast** | **Lunch** | **Dinner** | **Incidentals** |
| $45.00 | $7.00 | $11.00 | $18.00 | $9 |

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| --- | --- | --- | --- |
| **CRS Farmer to Farmer** | | | |
| **Volunteer Reimbursement Form** | | | |
| *Email completed form and receipt scans to Mireille.Ngokion@crs.org* | | | |
| **Name:** | | | |
| **Assignment Code:** | | | |
| **Assignment Dates:** | | | |
|  | | | |
| ***Please list expenses in chronological order.*** | | | |
|  | | | | |
| **Do not include any expenses that CRS has already reimbursed.** | | |  |
|  |  |  |  |
| **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.