

Sierra Leone Farmer-to-Farmer Expense & Reimbursement Form

Please submit your expenses to Priyanka.subba@crs.org.

Submit receipt scans via email (preferred)

OR

Mail to:

Catholic Relief Services

Attn: Priyanka Subba

228 W. Lexington Street, 6th Floor

Baltimore MD 21201.

Retain photocopies of mailed receipts in case your receipts are lost.



Medical Preparation Expenses

CRS will pay for any *travel* vaccinations [recommended by the CDC](#) for travelers to Sierra Leone; 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; however, Sierra Leone requires all travelers to provide **proof of the Yellow Fever shot** to exit the airport.

Reimbursable-Receipts required	Non-reimbursable
Travel vaccines that include: Hepatitis A, Malaria, Typhoid, Yellow Fever, etc. (see your country specific medication preparation document for more information)	Routine 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.

Supplemental Medical and Evacuation Insurance – We will purchase insurance directly through UnitedHealthcare Global and forward your insurance card via email. If you have not received your insurance card and your departure is less than a week away, please let us know.



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 \$0.535 per mile, which is subject to change. (Parking **receipts required**)

International Airfare- CRS will purchase international airfare. See [Volunteer Travel Form](#) for more info.



Per Diem for Meals

Sierra Leone Per Diem for meals (provided in advance) –

Daily Rate	Breakfast	Lunch	Dinner
\$45.00	\$8.00	\$16.00	\$21.00

Notes on carrying and withdrawing cash

You may carry over the full amount to transfer into local currency as needed, or a smaller portion and withdraw funds from a bank or ATM in the capital city. Please speak to your bank to determine what international fees will apply to in-country withdrawals, and to flag your account for international travel. When carrying cash, ensure bills are no older than 2009 and free of all markings or tears, or you may not be able to exchange them. Exchange rates vary by location and higher value bills bring a better rate.

Sierra Leone meal funds are provided via direct deposit, using [this Banking Form](#). You are not required to provide meal receipts or account for per diem usage. If you prefer a mailed check in lieu of a direct deposit, please contact 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. Meal rates in the US and most of Europe are: \$8.00/breakfast, \$16.00/lunch, \$21.00/dinner. 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

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. You may offer tips at your own cost and discretion. They are appreciated but not mandatory.

Assignment Supplies – If you need training supplies, consult with Priyanka.subba@crs.org to obtain approval *before* purchasing and to inquire if supplies are best purchased in the US or Sierra Leone. **Receipts Required.** \$100 limit.

Visas – Sierra Leone requires a valid passport and travel visa for all U.S. and non-U.S. passport holders traveling to Sierra Leone. CRS works with a third-party company called Travia to obtain your necessary travel documents. Please see the [Sierra Leone Visa Application Guide](#) for information on how to apply, and contact Priyanka.Subba@crs.org if you experience difficulties applying. Please note, CRS has a direct bill account with Travia and the cost for your visa application will automatically be billed to CRS.

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.

**CRS Farmer to Farmer
Volunteer Reimbursement Form**

Name:
Assignment:
Assignment Dates:

Please list expenses in chronological order.

Refer to the Farmer to Farmer Expenses Document (Form #13) for a list of reimbursable expenses.

Do not include any expenses that CRS has already reimbursed.

Date	Description of Expense	Location	Cost
TOTAL			

Mileage Only *

Date	Address Traveled To / From	# of Miles

*** CRS will print a Google map route using this information and reimburse \$0.535 per mile.**