

Kenya Farmer-to-Farmer Expense & Reimbursement Form

Please submit your expenses to priyanka.subba@crs.org and maria.figueroa@crs.org.

Submit receipt scans via email (preferred)

OR

Mail to:

Catholic Relief Services

Attn: Maria Figueroa

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 Kenya; 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 nor require specific vaccines for volunteers to Kenya.

Reimbursable-Receipts required	Non-reimbursable
Travel vaccines that include: Hepatitis A, Malaria, Typhoid, Yellow Fever, etc. (Reimbursable when recommended by the CDC)	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

Breakdown of \$60/day into categories

Kenya	Daily Rate	Breakfast	Lunch	Dinner	Incidentals
	\$60.00	\$9.00	\$15.00	\$24.00	\$12

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 withdraws, 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.

Kenyan meal funds are provided via direct deposit in advance of your trip, using [this Banking Form](#). **PLEASE SUBMIT Banking Form to Maria ASAP, at least 3 weeks in advance.** 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 Maria.Figueroa@crs.org.

Meal Per Diem During Travel to/from Country –

CRS provides **flat rate per diem** for meals purchased during travel dates (due to layover, or arriving hours early for a flight) per set CRS rates. Funds for meals taken during layovers should be requested *after your assignment is completed*, using the volunteer reimbursement form at the end of this document. If you spend more than the allotted amount, it is at your own expense. If you spend less, the difference is yours to keep. Travel meal receipts are only needed for meals taken during layovers in Zurich, Switzerland.

SAMPLE EXPENSE FORM ENTRY:

Date	Description of Expense	Location	Cost
7/24/16	Breakfast during layover	Amsterdam	\$11

For planning purposes, here are meal and incidentals daily allowances for typical European layover cities, and the breakdown of these rates.

Germany	\$50/day
United Kingdom, Netherlands, Belgium	\$70/day
France	\$75/day
Geneva, Switzerland	\$80/day
Zurich, Switzerland	Present receipts

Breakdown of daily rates

Daily Rate	Breakfast	Lunch	Dinner	Incidentals*
\$50	\$8	\$12	\$20	\$10
\$70	\$11	\$17	\$28	\$14
\$75	\$11	\$19	\$30	\$15

\$80	\$12	\$20	\$30	\$16
*Incidentals funds provided for extended layovers only				

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

Visas – You may obtain your visa ahead of time or upon arrival. The \$50 visa fee will be advanced to you, along with your meal per diem, prior to departure. If you choose to apply for your visa ahead of time, please follow [these instructions](#) to apply online. You should apply at least 2 weeks in advance.

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**

Email completed form and receipt scans to Maria.Figueroa@crs.org

Name:
Assignment:
Assignment Dates:

Please list expenses in chronological order.

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.