

Farmer-to-Farmer Expenses & Reimbursements



YOUR CRS CONTACT

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Catholic Relief Services
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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](#) (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 and 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 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](#) for volunteers to Rwanda; however, volunteer are responsible for *routine* vaccines & flu shots. **Keep all receipts.**

Reimbursable w/receipt	Non-reimbursable
<ul style="list-style-type: none">○ Travel vaccines○ Malaria pills, when recommended○ Travel checkup fee	<ul style="list-style-type: none">○ 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](#).

TRAVEL TO/FROM AIRPORT

- 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.

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

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.

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](#) 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.

Breakdown of Daily Per Diem Rates in Rwanda				
Daily Total	Breakfast	Lunch	Dinner	Incidentals
\$45.00	\$7.00	\$11.00	\$18.00	\$9

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
TOTAL:			

Mileage Only *

Date	Address Traveled To / From	# of Miles

- 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.