

CRS Farmer-to-Farmer

Expenses & Reimbursements

OVERVIEW

Expenses covered directly: CRS F2F pays directly for assignment-related in-country expense, travel, accommodation, flights, insurance, and translators.

Reimbursement for expenses: CRS F2F provides reimbursements for assignment expenses, such as medical expenses for visas and travel, doctor visit for medical clearance, and any additional travel related expenses incurred. Receipts are required for all reimbursements. Please use the [reimbursement form](#) to submit these expenses to your CRS contact at the end of your assignment.

Per diem: CRS F2F provides volunteers with per diem for all volunteer assignment days. Receipts are not required for your meals. Per diems range depending on the country of travel and are provided prior to the assignment start date. CRS will start processing per diem once the [banking information form](#) is filled out.

Breakdown of Daily Per Diem Rates					
Country	Daily Total	Breakfast	Lunch	Dinner	Incidentals
Benin, Ethiopia, Rwanda, Uganda	\$45.00	\$7.00	\$11.00	\$18.00	\$9
Nepal	\$60.00	\$9.00	\$15.00	\$24.00	\$12.00
Timor Leste (Dili), Liberia	\$50.00	\$8.00	\$12.00	\$20.00	\$10.00
Timor Leste (Baucau)	\$35.00	\$5.00	\$9.00	\$14.00	\$7.00

Per diem at layovers

- CRS provides **flat rate amounts** for meals, regardless of the actual amount spent. Receipts only needed for meals in Zurich, Tokyo, London, and Paris. Alcohol purchases cannot be reimbursed.
- The “incidentals” category covers laundry, service charges, tips, and miscellaneous expenses.

Breakdown of Average Daily Per Diem--Layover Cities					
City	Daily Total	Breakfast	Lunch	Dinner	Incidentals
United States	\$45	\$7	\$11	\$18	\$9
Asia Layovers	\$55	\$8	\$14	\$22	\$11
Europe layovers	\$70	\$11	\$17	\$28	\$14

Medical Preparation Expenses: CRS pays for *travel* vaccinations and medicines [recommended by the CDC](#); however, volunteers are responsible for *routine* vaccines & flu shots. *CRS does not give medical advice; travelers should consult a doctor and [CDC](#). **Receipts required for all reimbursements**

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

Travel to and from the airport:

- CRS reimburses volunteers for travel to and from the airport. This expense can be reimbursed through receipts (uber, taxi, etc.) or through mileage \$0.58 per mile (subject to change), if someone is dropping a volunteer to the airport, or if a volunteer is driving to the airport.
- 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!*

Carrying and withdrawing cash:

- Volunteers may carry money to exchange or withdraw it from an ATM in their country of assignment. Daily maximum withdraws may apply.
- When exchanging dollars, ensure bills are crisp, free of markings, and less than 10 years old. Exchange rates vary by location. Higher value bills bring a better rate.
- Speak to your bank about international fees and to flag your account for international travel.

Training materials: If you need training materials, consult your CRS contact for approval **before** purchasing and to inquire if supplies are best purchased in the US or your assignment country. **\$50 limit, receipts required.**

Submitting your expenses:

- Submit your expenses using the [CRS F2F Reimbursement Form](#). Contact your recruiter if you run into any issues accessing the form.
- Please include currency conversion rates for any items in a non-USD currency

EXPENSES SUMMARY

Expense	Payment method	Timing
Medical preparation	CRS reimburses	Post assignment
Training materials	CRS reimburses	Post assignment, w/preauthorization
Airport transportation in US	CRS reimburses	Post assignment
International airfare	CRS pays directly	At time of purchase
Visa	Direct deposit to volunteer	Before departure
In-country meal funds (per diem)	Direct deposit to volunteer	Before departure
Emergency Insurance	CRS has prepaid	NA
Layover meals/incidentals	CRS reimburses	Post assignment, using flat rates
Layover hotels	Depends on location	Depends on location