

## CRS Farmer-to-Farmer

# Expenses & Reimbursements

### OVERVIEW

Please read this document in its entirety since it includes important information on what costs CRS covers directly, reimburses volunteers for, what are non-reimbursable expenses, and how to submit your reimbursements. CRS is not responsible for any volunteer costs incurred that are not in compliance with the information shared below.

#### Expenses covered directly:

CRS pays directly for assignment-related in-country travel, flights, insurance, accommodation, and translators. Volunteers are not required to seek reimbursements for these expenses.

#### Reimbursement for expenses not covered directly:

CRS 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.

#### Reimburses not covered by CRS:

Please note CRS does not provide reimbursements for passport renewals, routine vaccines, extensive physical exams, upgraded seating costs, extra baggage fees (some airlines are very strict about carryon baggage weight, please check your airlines weight limit and pack accordingly, expedited visa fees (other than visa amount provided in the guidance). If in doubt, kindly contact your operations specialist before making the payment.

#### Per diem during assignment days:

CRS provides volunteers with per diem for all volunteer assignment days. Aside from a few exceptions, CRS per diem rates are set at 50% of the published U.S. Department of State Standardized Regulations (DSSR) and range depending on the country of travel. Receipts are not required for your meals during assignment days. Volunteers have the choice to receive per diem in advance of their assignment or as a combined payment along with any reimbursements post assignment.

Breakdown of Daily Per Diem Rates					
Country	Daily Total	Breakfast	Lunch	Dinner	Incidentals
Ethiopia	\$50	\$8	\$12	\$20	\$10
Uganda	\$35	\$5	\$9	\$14	\$7
Benin	\$45	\$7	\$11	\$18	\$9
Timor Leste, Rwanda	\$45	\$7	\$11	\$18	\$9
Nepal, Sudan	\$55	\$8	\$14	\$22	\$11

### Layover Meals Reimbursement Guideline

- CRS does not provide per diem for meals provided during flights but reimburses meals consumed during layovers based on receipts. Please purchase layover meals within the rates listed below as we are unable to reimburse beyond the allowable rates. Alcohol purchases cannot be reimbursed.
- CRS does not reimburse for travel expenses during layovers to purchase meals as volunteers are expected to purchase layover meals at the airport or at the layover hotel.
- The “incidentals” category covers laundry, service charges, tips, and miscellaneous expenses.

City	Breakfast	Lunch	Dinner
United States	\$8	\$12	\$20
Asia Layovers	\$9	\$15	\$24
Australia	\$10	\$16	\$26
Europe layovers	\$11	\$17	\$28
Middle East Layovers	\$12	\$20	\$32

### Layover lounges and hotel reimbursements:

Itineraries with 4+ hr. layovers entitle travelers to a lounge access. A lounge access or a hotel (booked through CRS) is recommended for layovers between 6-8 hrs. and a hotel room (booked through CRS) for layovers of 8+ hrs. When possible, CRS will pre-book hotels in advance and directly pay, however, volunteers may be asked to pay directly and request for reimbursement depending on certain locations. Volunteers are asked to book their own lounges and request for reimbursement after the assignment.

### Seating expenses:

CRS can accommodate basic volunteer seating requests such as an aisle or window seat, but are unable to accommodate requests for upgraded seating – to a different class or more leg room etc. Volunteers are welcome to cover the cost and make these upgrades directly through our travel agent or the airline. CRS, however, does not cover these expenses and cannot reimburse these costs.

### 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"> <li>○ <a href="#">Travel vaccines</a></li> <li>○ Malaria pills, when recommended</li> <li>○ Travel checkup fee – this includes a basic physical</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>Routine</b> vaccines (MMR, chickenpox, polio, tetanus, flu, etc.)</li> <li>○ Medical supplies (bed nets, water filters, etc.)</li> <li>○ Personal medications, annual physical fee</li> </ul>

### 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 by finding economic airport transportation.*

### 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.**

**Personal days:** Volunteers do not receive per diem for personal days and are responsible for covering their own lodging costs, including transportation to the airport in country. More guidelines on personal days can be found [here](#).

### EXPENSES SUMMARY

Expense	Payment method
Travel related medical expenses and travel check up	CRS reimburses, routine vaccines and extensive physical checkup costs not covered
Training materials	CRS reimburses up to \$50 per assignment
Airport transportation in US	CRS reimburses either mileage, parking or taxi
International airfare	CRS pays directly
Visa	Direct deposit to volunteer
In-country meal funds (per diem)	Direct deposit to volunteer
Emergency Insurance	CRS pays directly
Layover meals/incidentals	CRS reimburses, based on receipts per the average Daily Guideline Rates for layovers.
Layover travel expenses for meals	CRS does not reimburse
Layover hotels	CRS covers either directly or reimburses volunteer based on location
Seat upgrades, extra luggage fees	CRS does not reimburse

### 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.

### SUBMITTING YOUR EXPENSES:

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