



Global Village expense reporting

Frequently Asked Questions

Team leader airfare, visa and ground transportation

The airfare budget line may cover your airfare, visa and transportation to and from the airport. Costs will be reimbursed **up to the amount budgeted in the airfare line** but not over. Airfare costs should be submitted separately, and not included as part of the team leader expense report.

Baggage fees

International teams: Because international flights allow a checked bag, we do not reimburse for baggage fees. If you have a domestic flight on a separate reservation before your international flight, showing the international flight reservation at check-in should be sufficient to get the luggage fee waived.

Overweight bags: We will not reimburse charges related to overweight bags.

Arriving early or staying after

We will reimburse basic expenses (e.g. food, lodging) incurred from extending your stay a day before or after the build in order to better lead the team. **However, you must specify an amount during the budget-planning process.** Discuss with your volunteer engagement specialist if pre- or post-trip expenses are suitable for your destination.

T-shirts

No T-shirts may be purchased with team funds, though we invite volunteers to purchase T-shirts from the host program as they wish with personal funds. All volunteers receive a Global Village T-shirt upon registration.

Gifts for the partner family

Team funds **may not** be used to purchase gifts for the partner family. At your discretion, you may present a token gift, such as photographs of your team presented on cardstock or in a frame, which the team can sign and leave as a memento.

Immunizations and prescriptions

Expenses related to immunizations or prescriptions obtained before travel will not be reimbursed. **If medical attention is needed during the trip, please refer to the emergency management plan and accident claim form.**

Laundry

Expenses related to laundry, whether for work clothes or for donated items, should not be paid using team funds. **Laundry is a personal expense done at each team member's discretion.**

Administrative costs

For team leader administrative costs, acceptable expenses include phone charges, printing, postage and conversion or bank fees. **Unacceptable expenses include computer equipment and team members' phone charges.**