

Travel Advance and Expenses

General Guidelines



This guide is meant to help you understand the acceptable ways to use team funds while leading a Global Village team. Below are some guidelines for using budgeted funds and accounting for them after you return home.

Please consult your travel advance (located on the second tab of your Trip Funds Workbook) to know which budgeted items you'll be responsible for while traveling. You should only use your travel advance for items within the specified category. For example, if your travel advance doesn't include funds for meals, you should not return any receipts for meals.

Documenting your expenses:

When you return home, you'll complete an expense report and submit it back to Habitat for Humanity. You will need to include the receipts for each eligible expense incurred throughout the trip in order to be reimbursed.

Each receipt is required to:

- Contain vendor information: name, phone, address. Credit card statements are not acceptable.
- Include the date of the expense.
- Be itemized.
- Indicate the total purchase amount, including tip.

*For some international locations, receipts are not always available. Should this happen, please keep a log or a receipt book detailing the incurred expenses, and have them signed and dated by another person on the team.

Emergency funds

Emergency funds are to be used only for unplanned but necessary expenses. The best case scenario is that you return with these funds in full, that's how we'll know your trip went smoothly!

Emergency funds may be necessary to use if:

- You need to tip a driver, waiter, or tour guide and it was not budgeted.
- You need to replenish the water available on the build site for your team.
- You need to cover minor medical expenses for a volunteer. Europ Assist will guarantee payment for medical treatment.
- Emergency mobile phone charges.
- A volunteer's flight is late and you need to hire a taxi to pick them up at the airport.
- Remember- unplanned, but necessary expenses.

Team funds cannot be used for any of the following items:

- Purchasing equipment for the build site.
- Buying items for the affiliate.
- Laundry expenses.
- Alcohol.
- Furniture, ceiling fans, office supplies, etc.
- Gifts for affiliates, partner families and/or team members.
- Buying ice cream for the team.

Team leader airfare

The budgeted airfare is for a basic flight itinerary

Costs will be reimbursed up to the amount budgeted in the airfare line but not more, unless you have recruited a larger than expected team and have confirmed the additional amount with your Trip Engagement Specialist.

Airfare reimbursement is submitted separately, and are not included as part of the team leader expense report.

Submit your airfare for reimbursement once eight volunteers have submitted their deposits.

Baggage fees cannot be reimbursed.

An example of what your travel advance will look like: Some locations require large advances while others will only include funds to account for emergencies.



Your Global Village travel advance

Travel advance funds based on a team of 12:

| | Per day | Days | Per person cost | Team total | Notes |
|-------------------------|---------|------|-----------------|-------------------|-------|
| TL: Lunch at worksite | \$10.00 | 6 | \$60.00 | \$720.00 | |
| TL: Lunch on free days | \$12.00 | 2 | \$24.00 | \$288.00 | |
| TL: Dinner at Hotel | \$11.00 | 1 | \$11.00 | \$132.00 | |
| TL: Dinner in City | \$15.00 | 6 | \$90.00 | \$1,080.00 | |
| TL: Welcome Dinner | \$15.00 | 1 | \$15.00 | \$180.00 | |
| TL: Farewell Dinner | \$15.00 | 1 | \$15.00 | \$180.00 | |
| TL: Cultural activities | \$60.00 | 1 | \$60.00 | \$720.00 | |
| TL: Emergency fund | | | \$35.00 | \$420.00 | |
| | | | Total | \$3,720.00 | |

Additional expenses which are not eligible for reimbursement:

- Accommodations or meals for non-itinerary days.
- Trips to and from the airport in your home country.
- Parking at the airport.
- Entry visas.
- Immunizations and prescriptions required for travel.
- Alcohol.
- CPR training receipts.