

**MDS “Pastors to Projects”
Travel Reimbursement Form**



**Mennonite
Disaster
Service**

Name: _____

Spouse: _____

(needed only if spouse is volunteering as well)

Mailing Address: _____

City/Town: _____

State/Prov: _____

Zip/Postal Code: _____

Name of Congregation _____

Home Phone: _____

Business Phone: _____

Fax: _____

E-Mail: _____

Confirmed Dates of Service: _____
(mm/dd/yy-mm/dd/yy)

Project Location: _____

Mode of Transportation: _____

Include receipts for air/train/bus OR fuel/lodging.

Amount requested: \$ _____

*Volunteers are responsible for their own
medical insurance coverage while serving with MDS.*

**MDS Pastors to Projects Volunteer
Travel Expense Reimbursement Policy**

In an effort to support constituent Pastors who travel to MDS project locations away from home, MDS offers reimbursement for travel expenses while specific grant monies for capacity building are available.

A pastor (and their spouse) who has confirmed dates of service on a MDS project may request reimbursement. Reimbursements are generated on completion of this form and submission of receipts upon return home.

Reimbursement calculations will be based on:

- Travel by Air, Train, or Bus-volunteers traveling by air, train or bus may be reimbursed for the travel ticket and 1 piece of checked baggage.
- Travel by personal vehicle-volunteers traveling by personal vehicle may submit receipts for fuel.
- Volunteers are to use the most economical mode of travel and the direct route if traveling by personal vehicle.
- Lodging may be reimbursed at 1 night of lodging for every 500 miles/800 km traveled, up to \$75/night Double Occupancy or \$65/night single occupancy (incl. taxes). **Receipts are required** and are to be sent along with this form upon return from a MDS Project location.

To be completed by Project Director prior to departure from project site:

I affirm that (volunteer name) _____ served a total of (# days worked) _____ days at (project location) _____.

Project Director—signature: _____

Date: _____

Mail this whole page with attached receipts to:

US Residents: MDS, 583 Airport Rd, Lititz, PA 17643 (717) 735-3536

Canada Residents: MDS, 6A-1325 Markham Rd., Winnipeg, MB, R3T 4J6 Canada (214) 261-1274