

Long-term Volunteer Policy Changes, Effective September 1, 2011

1. Stipends

Long-term volunteers serving the minimum time requirement (1 month) or recruited for a project leadership position by staff are entitled to receive a monthly allowance of \$15/week (must be a full 5 day week). These allowances will be paid out of the project fund.

2. Weekly Meal Out and Monthly Outing

MDS encourages the long term volunteer team on a project to do 2 team building activities each month. This could be a meal out together or a special group outing. MDS will cover up to \$20/person twice each month for this purpose.

3. Long-term Volunteers – Travel Reimbursement (Binational and Region V)

Volunteers are to use the most economical mode of travel.

Long-term volunteers must serve a minimum of 4 weeks to receive a reimbursement unless asked to serve a shorter time period as part of the leadership team.

i. Travel by Air, Train or Bus

Volunteers travelling to or from an MDS project by air, train or bus may be reimbursed for the travel ticket and 1 piece of checked baggage. MDS does not cover transportation to and from the airport or US visitor visas.

ii. Travel by Personal Vehicle

Volunteers traveling to or from an MDS project by personal vehicle will be reimbursed for using the most direct route. All volunteers may submit receipts for lodging and fuel.

- Lodging may be reimbursed at a rate of 1 night lodging for every 500 miles/800 km traveled, up to \$75/night Double Occupancy or \$65/night Single Occupancy (incl. taxes).
- Fuel may be reimbursed.

iii. RV Program Volunteers

RV program volunteers may request reimbursement for fuel expenses:

- Volunteers accepted for the minimum 4 week period may request fuel reimbursement for one way of travel between home and project.
- Volunteers accepted for 8 weeks or more may request fuel reimbursement for round trip travel between home and project.
- Volunteer leadership (director, office manager) may request round trip fuel reimbursement regardless of length of stay.
- Fuel reimbursement is based on receipts for fuel using the most direct route.

Reimbursement of Receipted Expenses

- US volunteers may request reimbursement for travel costs by submitting receipts to the MDS Binational office in Lititz.
- Canadian volunteers may request reimbursement for travel costs by submitting receipts to the MDS Region V office in Winnipeg.
- Costs other than those described above such as food, tolls or US visitor visas are not reimbursed by MDS.
- Please submit all reimbursement claims within 30 days of returning home.

Long-term Volunteer and RV Program Travel Reimbursement



**Mennonite
Disaster
Service**

INSTRUCTIONS:

1. Please attach all receipts.
2. List all receipts on a separate sheet and total them.
3. Complete this form.
4. When writing amounts below, indicate whether receipts are in Canadian or US dollars.
5. Submit this form with receipts to MDS within 30 days of returning home.

US volunteers:

Mail to: 583 Airport Rd, Lititz, PA 17543
Fax to: (717) 735-0809
E-mail to: mdsus@mds.mennonite.net

Canadian volunteers:

Mail to: 6A-1325 Markham Rd, Winnipeg, MB R3T 4J6
Fax to: (204) 261-1279
E-mail to: mdscn@mds.mennonite.net

Volunteers are to use the most economical mode of travel.

Long-term Volunteers

- Driving - Fuel and lodging (1 night for every 500 miles/800 km traveled, up to \$75/night Double Occupancy or \$65/night Single Occupancy) may be reimbursed.
- Air, Train or Bus - Cost of travel ticket and one piece of checked baggage may be reimbursed.

RV Program Volunteers

- Fuel cost may be reimbursed.
- One way for 4 weeks of service. Round trip for 8 weeks of service or for volunteers in leadership positions.

VOLUNTEER NAME:	DATE OF REQUEST:
SIGNATURE:	DATES OF SERVICE:
ADDRESS:	PROJECT SITE LOCATION:

Summary of Expenses	US \$	Canadian \$
1. Fuel		
2. Lodging		
3. Air, Train or Bus Ticket(s)		
4. Luggage		
TOTAL AMOUNT TO BE REIMBURSED		

MDS Office Use Only	
Signature of Approval	Acct #