



STEP 12: TRAVEL LOGISTICS - HANDLING FUNDS OVERSEAS

Arranging How Your Team Will Handle Funds

Please plan ahead to ensure your team leaders have all the information they need to handle team funds overseas.

Important Points to Consider:

- **Confirm the team's in-country budget with your Overseas Partner** in the Spring. They may have given you an estimated budget back in September (which you can find on the team's online "Trip"), but often this can change based on exchange rates, final costs for housing, number of team members, etc.
- **Budget additional funds for emergencies.** It is best for team leaders to have access to more than what the Overseas Partner recommends, in the case of any emergencies or unexpected expenses.
- **Ask your Overseas Partner the best way to handle funds in their location.** Some are asking teams to use cash only, often in new US bills, while some are asking teams to use debit/credit cards. If using credit cards, make sure you take time to set up a bank account with the team leader(s) names, and look for one that has no international ATM fees. Also ask your OSPs how and where teams can store their cash, if they bring cash, as well as other important items such as passports, for the duration of their stay. Hotel rooms, for instance, are most often NOT safe places.
 - Note: Please don't forget to notify the bank that the team will be traveling overseas (so that cards are not frozen due to assumed fraud).
- **Train/prepare your team leaders to budget.** Please don't assume that your team and team leaders know how to budget the team funds wisely as good stewards, or have an idea of how funds should be handled overseas safely. Help them figure out if they should handle the funds primarily themselves (ie if the team will most often all be together for meals), or give team members an allowance of funds for each week, or a combination of both etc. In some cases, if financial records are needed to be kept, a team member or Assistant Team leader could be delegated this task.
- **What should the team do with any remaining funds at the end of the trip?** This is a common question we get from Team Leaders, so please inform your team leaders what to do with any remaining trip funds (ie bring it back or spend it there). In deciding this, make sure team leaders plan for each team member to have enough funds for food for their return home travel days. Monetary gifts should never be given to nationals.