This statement outlines general considerations that are used when individuals are applying to volunteer at a distant MDS project and request MDS travel assistance. Please note that reimbursement will be based on the rates as indicated below.

Volunteers cover their travel expenses in three different ways:

1) Pay their own travel expenses
2) Attempt to receive full or partial travel expense sponsorship from the local church or individual sponsor
3) Request and receive travel assistance from the Region V MDS office, using the attached Service Confirmation Form.

RATES ARE:

- $250 per person for air, train, bus travel, or for personal vehicle if alone
- Rates for personal vehicle use (rate for group, no individuals):
  - $500 per vehicle (min 2 persons)
  - $750 per vehicle (min 4 persons)
  - $1000 per vehicle (min 8 to max 10 persons)
  - $100/person if 11 or more people in a van or bus

Notes:

a) The flat rates apply only for projects more than 1000 km from home.
b) Five days worked at a project site is considered one week. Partial weeks are not eligible (Service Confirmation Form verifies the number of days worked).
c) There is no travel assistance for volunteers who serve at an MDS Summer Youth Project or Family Project.
d) Meals, lodging, and all other travel costs are included in the calculated rate.
e) Assistance is once per calendar year, and not on top of any other donated travel assistance.
f) Assistance is for travel in Canada and the US, and will be paid in CDN funds.
g) All claims for travel assistance must be made within 30 days of end of voluntary service.

Volunteers are required to have their own adequate health and medical insurance coverage during the entire time of travel and Project involvement.

The Director of Region V Operations is the final authority on interpretation of this Program and its application.
Privacy Statement: MDS respects your privacy. We protect your personal information and do not rent, sell or trade our mailing lists. MDS requires the information below to process your travel assistance application. Your information will be distributed to and used by MDS office personnel, Board members, and project leaders for the stated purpose and for statistical records.

This form is to be used by Canadian short-term volunteers who wish to receive MDS Travel Reimbursement.

- Take this form with you to the project to be completed by the Project Director.
- It is the responsibility of the volunteer to return this form to the Region V Office at the completion of their time at the project. To be submitted no later than 30 days after completion of term on project.
- One form per vehicle unless going by air, bus, or train.

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

I affirm that _______________________________ (volunteer name – one per group/vehicle)

served from _______/_______ /_______ to _______/_______ /_______

at _______________________________ (project location).

Project Director-name: _______________________________

Project Director-signature ___________________________ Date _______/_______/_______

To be completed by volunteer/group contact person:

Name: _______________________________

(Name of individual traveler or group contact person per vehicle if traveling in a group)

Mailing Address: # & Street: _______________________________ City: _______________________________

Province: _____________ Postal Code: ________________ Phone Number: _______________________________

Mode of Transportation: Air_____ Vehicle _____ Bus_____ Train _____

If travelling by vehicle, # of volunteers in vehicle: _________

(See back of form for additional details.)