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The Perfect Trip™ 202

The How To's of Trip Administration

by

Douglas Burrier

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The Foundation grew to provide mission training, materials and support to missionaries worldwide and short term missionaries as they got involved in missions across the street and around the world. It provided web sites, newsletter publishing and processing, donation processing for a wider range of mission efforts and have partnered with individual missionaries to help them fund-raise.

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Donations can also be made to sponsor printing and development costs by contacting the Servant*Driven*.org.

Any suggestions or additions to this material would be appreciated and can be sent to doug.burrier@servant*driven*.org.

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Chapter 1

The Role of the Administrator

Conducting a well run and efficient short term mission trip with volunteer missionaries is time intensive. Directing the Leadership Team and Administrator can be more than enough work for a Team Leader conducting the average trip. Granted, an experienced Team Leader finds herself more and more capable of handling more effort tasks with greater ease; however, she has also matured and learned that her greatest value is found in not being bound to too many tasks and instead, leading people. Searcy once said, “The greatest virtue of church growth is delegate, delegate, delegate.”

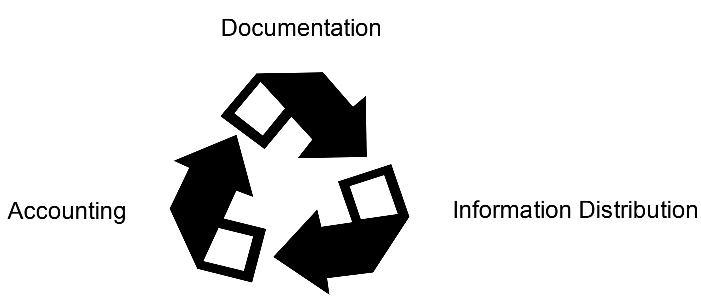
The Team Leader will always employ a Perfect Trip Administrator to handle the administrative tasks of the trip. Such co-leadership of **administration provides accountability and a good separation of duties**. The ideal trip administrator will be the one who:

- Understands financial accountability
- Demonstrates good personal financial stewardship
- Is an experienced Excel or an other spreadsheet program user
- Has the gift of administration
- Willfully takes the job

The Administrator is not responsible for the end financial status and appropriate recordkeeping for any given trip. The Team Leader, in hiring a Administrator, does not delegate the accountability for the proper administration of the trip but rather delegates the work and responsibility for the proper administration of the trip. The Administrator is responsible to the Team Leader and the Team Leader is responsible to the Project Coordinator, who in turn is responsible to the organization and other partnering organizations.

The Team Leader does not need to micro-manage the Administrator but needs to provide accountability and report review. Providing joint accountability means that Team Leaders must understand the Administrator’s duties and processes. Therefore, all Team Leaders will complete this course and administrate one trip prior to becoming a certified Team Leader.

There are three types of administration required of the Administrator:



In regard to **accounting**, the Administrator duties can be summed up as accounting for every dollar (incoming and outgoing) and being able to answer who, what, why, when, where or how the financial transaction took place. The financial tasks are:

- Collecting and recording financial contributions by missionaries
- Recording donations raised by missionaries
- Recording and making deposits to Christ Mission or other agencies.
- Recording grants and allocations from other groups or associations
- Collecting and recording expenses
- Maintaining adequate receipts and documentation

In regard to **documentation**, the Administrator's duties can be summed up as adequately collecting, maintaining and documenting information about each missionary and the entire effort while providing any documents for their safety and maintaining a backup system. The paperwork tasks are:

- Creating and maintaining a Perfect Trip Planning Tool (this documents participation and all finances)
- Collecting personal information on missionaries and hosted peoples
- Obtaining copies of passports
- Assisting, or conducting, the purchase of airline tickets
- Providing contact information to leaders and missionaries
- Obtaining insurance for missionaries or peoples hosted
- Close out the effort file

In regard to **information distribution**, the Administrator's duties can be summed up as adequately assisting in the development and distribution of advertising, forms and reports required to organize the effort and support the Team Leader. The distribution tasks are:

- Forwarding advertising and promotion materials for approval
- Providing advertising and promotion items to the Team Leader
- Forwarding PR items to appropriate entities for verbal and print advertisement
- Providing sign up forms or information to the web manager for the development of online registration forms
- Providing reports to the Team Leader on a regular basis

The wise Administrator will recruit an increasing number of clerks and specialists to help with the tasks in these three areas as the size of the trip increases.

Chapter 2

Introducing the The Perfect Trip™ Planning Tool

The Perfect Trip Planning Tool is a Microsoft Excel based Workbook made up of several worksheets – or individual pages – that allow the Administrator to track necessary information for his accounting, documentation and information distribution tasks. The tool also allows for the balancing and reporting of short term mission trip during the planning process and closeout.

There are nine worksheets contained in The Perfect Trip Planning Tool :

- Cover Sheet
- Critical Date Planning
- Roster
- Financial Summary
- Revenue
- Expenses
- Currency
- Budget
- Settlement

The Administrator must be advised that the tool is developed according to the Burrier Library System standard with calculated cells indicated by blue shading and cells requiring data entry indicated by yellow shading. The spreadsheets are locked and no entry can be made to non-yellow cells.

This chapter summarizes the nine worksheets.

Cover Sheet

The cover sheet is an electronic representation of all data required for initial planning, approval, advertisement and funding requests for any mission effort. There are five sections to the cover sheet that need to be completed before seeking the approval or establishment of a short term mission effort:

- Trip Commitment – this section requires the entry of the Administrator and Team Leader names.
- Trip Information – the general information about the effort is recorded in this section and includes: name, contact groups, trip type, number of missionaries desired and description of work.
- Schedule and Budget – the dates for fundraising to be initially and finally completed, the special information required to be collected, the location of the effort, the receipt of grants, the setting of the individual fundraising goal and other such information is entered on this sheet. To complete this and the next section, the Administrator will have to have completed the Critical Date Planning and Budget worksheets. The budget numbers will carry from the Budget Sheet to the Cover Sheet. Dates will not carry from the Critical Date Sheet but the information calculated will be required to establish dates on the Cover Sheet.
- Administration – This section establishes the schedule for Team Leadership, Team and Sub-Team Meetings, to include debriefing.

- Prepare the Advertising – This section is primarily signatures of various departments indicating that they are in receipt of and approving the advertising materials provided for review or publication.

Review, Approval and Signatures

All sections of the Cover Sheet require the Project Coordinator, or Supervisory if the Team Leader is the Project Coordinator, approval before the next section can be approved. If The Perfect Trip Team is partnered with Christ Mission for donation processing, Section Three (Schedule and Budget) requires approval by Christ Mission: otherwise, the organization's Donation Processing Department should approve (the forms can be customized to indicate other accounting or budgeting agencies). The Administrator should allow at least one full business day after receipt of the Cover Sheet for approval by the Donation Processing Department. Section Five (Prepare the Advertising) requires signatures from multiple personnel in different advertising and operational functions.

All signatures are sequential. **Each section and each approval in each section should be completed before moving to the next approval or section approval.** The Perfect Trip is not an approved effort until all sections are complete.

To ensure good planning, fewer redos of previous sections and to expedite the process, all information should be prepared and entered into the cover sheet prior to seeking approvals. The Administrator and Team may wish to wait on investing time in the advertising until after the completion of Section Four.

Critical Date Planning Sheet

Many hours have been exhausted while Team Leaders and Administrators struggle to count and calculate The Perfect Trip. The Perfect Trip Model was developed on a control mission effort with the following criteria:

- 10 team members maximum
- 10 days maximum in country
- 2 or less sub-teams
- The team is not self-funding

The resulting model indicated that a lead time of 144 days would be required to adequately plan, staff, train, fundraise, and complete this control trip. As in The Perfect Trip 201 – Short Term Missions Team Leader Training, there are 44 days for planning and recruiting, 100 days of Team training, fundraising and completion. The 100 days of a trip are broken into 80 days prior to departure, 10 days on the trip and 10 days until the final debriefing.

The Critical Date Planning sheet initially requires:

- The date that the team will travel to the work site or begin the work if there is no travel required – such as in some hosting trip types.
- The trip duration which is the number of days that the mission team will be traveling or working on the effort.
- The number of sub-teams participating in the effort (for the multi-trip).
- The number of trip types being accomplished (for the hybrid trip).
- The number of certified leaders participating in the trip.

The Critical Date Sheet will calculate The Perfect Trip Number based on the model and its control trip. Trip Duration should never be less than 144 days but adjustment to the effort duration (based on The Perfect Trip Model) should be considered as follows:

- Trip duration should be increased by 30 days for a team greater than 30 members or for teams with more than 4 sub-teams.
- Trip duration should be increased one day for each day in excess of the 10 day maximum used in the control group.
- Trip duration should be increased by 30 days for combo-trips (trips with 2 or more purposes) that have either sub-teams within each purpose or less than one Certified Leader per purpose.

The sheet will automatically make these adjustments to The Perfect Trip number of 144.

Calculating Final Dates

Though team and project leadership can ignore the calculations of the Critical Date Planning Sheet, they should not ignore the calculations and methods which are built upon solid research.

Upper Level Meeting dates, Sub Team meeting dates and arrival on-site dates must be determined by the leadership of the team. Other initial and payment dates are calculated according to the model. However, the Critical Date Sheet is only a working tool and all final dates – to include final debriefing meetings – must be entered on the cover sheet.

Roster

The roster information provides personal, financial and trip documentation for the individual missionaries traveling to the field. The sooner that the Administrator has a complete roster, the more efficient his trip will be for all participants. It should be noted that all of the information on the roster is maintained separately and, in some cases, in more detail, in other locations. **The roster is a repetitive but essential "at a glance" summary of all this information and should be available at all points during planning and travel.**

It is critically and financially important that the Administrator keep the roster current as some of the information "evolves" during planning and working. All of the information that is requested is important and should not be ignored. The Trip Leader will hold the Administrator responsible for maintaining a complete and up to date roster.

The roster is the least regulated or restricted of all the worksheets that make up The Perfect Trip Planning tool. The Administrator can add columns, remove unneeded rows after the signup deadline, format cells to highlight issues and items, as well as, gather additional data. The standard data gathered is:

- Last, First, and Middle names - These are required information for a trip. In the event of medical, political or social crisis, this information may be necessary to facilitate treatment, evacuation or location.
- Finances - The "Goal" is the Individual Financial Support Raising Goal. This amount should be consistent for all volunteers unless a trip leader is being supported by the rest of the members of the trip. The "Raised" column represents the amount of Finances

Raised specifically in the name of the associated team member. This column should not be used for any monies not specifically identified as funds raised by the associated team member. The "Remaining" column is a calculated column and represents the difference between the goal and the amount raised. All three of these columns are summed at the bottom of the spreadsheet and feed the revenue spreadsheet.

- Social Security Number
- Passport Number - This item is self-explanatory, required only for foreign travel trips and must be verified against a valid and current U.S. Passport. The administrator should maintain a copy of each missionary's passport, distribute a copy to the missionary for storage in luggage and distribute a set of copies to a non-participant with her mission organization.
- Checklist – Indicated in the "Shots" column that all required immunizations have been acquired by the missionary and that the Administrator has a signed application to this affect. "Prayer" indicates that the missionary has provided a name, address, email address list of his 10 prayer partners for the effort. The "Insurance" column indicates that travel insurance has been purchased for the associated missionary. Often, as members add to the team, one or two might get missed in the insurance purchasing if it is done incrementally.
- Address
- Church – This is especially important for trips where more than two churches are traveling or working together on the trip. This column allows for the quick reference in the event of emergency or other need for notification or leadership.

Financial Summary

This worksheet gives an "at-a-glance" view of finances and investment. There are no data entry items on this sheet.

This sheet provides a budget versus actual scenario.

Revenue Summary

The revenue summary section presents total revenue by account (or category). These figures are calculated from the Revenue Worksheet and the categories are:

- Missionary Sponsors - Donations received from Volunteers or Financial Supporters as the result of the fundraising efforts of specific missionaries for the specific trip that have been entered into the Trip Roster and deposited with the Frontier Foundation.
- General Team Support - Donations given in general to this trip (not associated with the efforts or with a particular missionary) by other ministries, entities or corporations and deposited to the Donation Processing Department.
- Designated Missions - Monies held by your group or organization that have been approved and designated to missions and then allocated to this trip by the Project Coordinator.

Expense Summary

The expense summary section presents total expense by category. These figures are calculated from the Expense Worksheet and the categories are:

- Transportation - The sum of all airfare or other transportation costs to move the team on-site and to return them at the end of the trip. This sum includes travel insurance and other fees.
- In Country Expense – The sum of travel, entry, exit fees, gratuities, honorariums, documents, visas, home studies and other non-material needs.
- Lodging - The sum of all room and tax that is part of the trip expense to include any hotels or group lodging. In some cases, this will include food or a portion of the food budget as many mission groups quote a per diem for both. Hotel stays for layovers should be included in this amount.
- Medical - The sum of any group immunizations, medications or doctor fees to prepare or carry volunteers to the field. This is not the expense for a medical mission trip.
- Material and Equipment - The sum of all expenses for all material supplies to complete the trip.

Trip Profit (Expense)

This is the simple difference between revenue and expenses. Ideally, this amount should be $0 but normally will be slightly greater. Some partners of Christ Mission negotiate and request "If Don't Meet Budget Grants" which are emergency funds to help bridge the gap between revenue and expenses. However, these grants do not apply if itemized expenses are greater than budgeted.

Average Funds Raised Per Participant

This is the average amount of Funds raised per person. It is an average and summary for all team donations divided by the number of missionaries that traveled on the trip.

Average Expense Per Participant

This is the total trip cost divided by the number of missionaries and represents the total financial expense per participant to conduct the mission trip.

Revenue

The Revenue Sheet provides for balancing and reconciling roster financial data with actual deposits that have been made to the Donation Processing Department on behalf of the Trip. As well, deposits made to the Donation Processing Department that were not raised by a particular team member (such as grants, corporate gifts, etc.) are recorded on this sheet.

Monies Deposited to Account Code

If the Administrator's organization uses account codes or numbers to track trip finances, the number or code should be entered in this cell.

Individual Financial Support Raising

<u>Total Received via Individual Financial Support Raising</u>
This figure is the total of the "Raised" column of the Roster and is automatically linked for the Administrator.

<u>Deposits</u>
The spreadsheet allows for 14 weeks worth of deposits to be entered. The Administrator will enter each deposit as notified by the Foundation or as they make a summary deposit to the Foundation after a team meeting or other collection. The deposits are the culmination of a week's worth of support raising. These deposits should only be for funds raised specifically by individuals and that can be associated with a particular missionary. Group funds, corporate grants or fundraisers on which more than one missionary participated in raising should be kept separate and listed separately in the lower section, "General Funding."

<u>Check Balance Should be Zero</u>
This cell is calculated by subtracting the Total Received Via Individual Financial Support Raising from the Total of all Deposits entered to date. This number should always be zero because the deposits made for the individual support raising should always be equal to the total of all individual support raising entered on the roster.

General Team Financial Support Raising

<u>General Team Deposits</u>
The spreadsheet allows for 14 weeks worth of General Support for Team deposits to be entered. The Administrator will enter each deposit as notified by the Foundation or as they make a summary deposit to the Foundation after a team meeting or other collection. The deposits are the culmination of a week's worth of support raising. These deposits should only be for funds NOT raised specifically by the efforts of one individual and that are better associated as a team effort or benevolent gift not given as associated to a particular individual.

<u>Designated Missions</u>
The Administrator will (using an addition formula if necessary) enter all of the monies received by and held by their organization that have been approved and designated to the mission effort.

Expense

The Expense Sheet provides for the recording of trip expenses made by the Donation Processing Department, Team Missionaries or your mission organization on behalf of the short term mission trip. The Trip Administrator will record expenses within 5 pre-defined categories and will indicate for each expense the "item" or "service" purchased followed by "to whom it is payable" or to "whom it was paid".

This worksheet automatically subtotals and totals all expenses and passes them to the summary page. The category details are as follows:

- Transportation - The sum of all airfare or other transportation costs to move the team on-site and to return them at the end of the trip. This sum includes travel insurance and other fees.

- In Country Expense – The sum of travel, entry, exit fees, gratuities, honorariums, documents, visas, home studies and other non-material needs. These items should be budgeted in advance to maintain expenses appropriately.
- Lodging - The sum of all room and tax that is part of the trip expense to include any hotels or group lodging. In some cases, this will include food or a portion of the food budget as many mission groups quote a per diem for both. Hotel stays for layovers should be included in this amount.
- Medical - The sum of any group immunizations, medications or doctor fees to prepare or carry volunteers to the field. On larger trips, 40+ members, medicines (malaria pills, team medical supplies, etc.) can be purchased in bulk and local doctors will often provide the immunizations in bulk at a lower price. This is not the expense for a medical mission trip.
- Material and Equipment - The sum of all expenses for all material supplies to complete the trip.

The Administrator needs to help Team Leaders not only to stay within the budgeted costs in these categories but to help those leaders ensure that the expenses are for the budgeted items and the amounts for those items in each category.

The Administrator is not responsible or accountable to directors, project leaders and other authorities for the budget, the expenses or the items for which expenses occur; however, the Administrator is responsible to provide dual-accountability to ensure that excellent accounting, classifying and recording of expenses is maintained. The Administrator needs to realize that future funding, grants from foundations and his certification can all be lost for improper accounting. Worse – the name of Christ is shamed when men do not handle money with integrity.

Currency

The Currency Sheet is provided to help the Administrator convert foreign currency receipts for expenses to national currency. Once in national currency, the sums will be entered into the Expense Sheet. The Currency Sheet has the same numbers of categories and the same number of lines in each category as the Expense Sheet.

The following notes assist the Administrator in using the Currency Sheet.

- A standard currency conversion can be used and indicated at the top of the sheet but can be overridden for each line item because exchange rates sometimes change during an effort. If an overriding rate is not entered for a line item, the default rate is used for conversion.
- If the Administrator has expense receipts for both foreign and national currency for the same line item of the budget, these will need to be reported on separate lines of the same category (using the original budget description on both lines) to facilitate conversion of the foreign currency receipts.
- The sum of foreign currency rate receipts for a category line item should be reflected on the same line of the category on both the Expense and Currency Sheets.

Budget

This sheet mimics the Expense Sheet and is used for entering budgets during planning to calculate the “Effort Cost” to be advertised to participants if missionaries will be raising funds. The budget numbers should reflect an accurate estimate of every itemized expense by category.

The budget summary numbers are automatically carried forward to the Summary Sheet for comparison of actual expense to budgeted expense.

Settlement

The settlement worksheet is used to “close out” a trip financially. If the Team is working in partnership with Christ MIssion, this settlement sheet is used to determine whether the Donation Processing Department needs to provide more funding or whether the Team’s organization owes Christ Mission funds.

The following will help the Administrator understand the Settlement Process and items on the Settlement Sheet:

- “Revenue Budget” reflects the expected revenue of the effort. In budgeting, that number will be the estimated participants multiplied by the established Individual Financial Fundraising Goal from the Cover Sheet. At settlement, this amount is the actual number of missionaries multiplied by the goal.
- “If You Don’t Meet Budget Grant” reflects a commitment by Christ Mission (or other granting entity) to help an effort if the effort can not raise the Budgeted amount. If the Team received a promise, it should be in writing and the amount entered here.
- Approved Budgeted Expense reflects the original budgeted expense and is used to calculate actual Expenses that Exceed Budget.
- “If You Don’t Meet Budget Grant” automatically inserts any needed portion, up to the full amount, of a grant entered in the “If You Don’t Meet Budget Grant” cell above.
- Funding that Exceeded Budget is a check figure that determines whether the Total Funding Actually received exceeded the budget.
- “Expenses that Exceeded Budget” is a check figure that determines whether the Total Expenses Actually expensed exceeded the budget.

Chapter 3

The How To's of Trip Administration

The excellent Team Leader will pick the administrator before the first of the trip even begins. Remember, a bulk of the planning and understanding of the project happens two weeks before the public first hears about a trip. Early involvement of the administrator allows for seamless systems and processes to be developed prior to advertising and recruiting. In essence, it provides time to "work the bugs out".

This chapter details the "how to's" of the various processes assigned to the administrator. The administrator may want to obtain some basic supplies to support the project and to be deployed with the Field Administrator in a Mission Effort Travel Pack. That pack should include the following files:

- Trip Reports
- Roster
- Passports Copies (this file will be deployed to the field and a copy maintained locally for emergency use)
- Passport Copies Local Use
- Insurance Information (a copy of this file will be deployed to the field and a copy maintained locally for emergency use)
- Revenue Receipts (this file will not be deployed to the field)
- Expense Receipts (an empty file will be deployed to the field)
- Mission Trip Volunteer Information Forms (if using paper applications)

As well, for travel you may want to make sure that the Mission Effort Travel Pack has the following contents:

- Stapler
- Tape
- Paper Clips
- Extra Pens
- Receipt Book

Budgeting

The Budgeting sheet is used in the planning stages to derive estimated trip cost and the expense per volunteer for the trip. Whenever possible, at least three prices should be received on all expenses to ensure excellent stewardship but excellent stewardship does not always select the lowest price.

The following information should assist during the budgeting process.

- Total Transportation Cost – This information can be obtained through real quotes or recent historical experience and should include only costs that are to be distributed to the entire team, not costs such as fuel for short trips that will be born by the missionaries themselves. Solicitation of real time quotes is recommended for accuracy. Quotes should be obtained based on the Reserve Transportation date since it will likely affect the quote. For example, the later that airline tickets are confirmed (or reserved), generally, the greater the cost per ticket.

- Enter the estimated insurance (domestic and international) based on $2.55 per day per volunteer. Add an additional $1.25 per volunteer per day for trips with more than 15 volunteers.
- In the "In-Country" section, enter any in country transportation, tolls, taxes, food, missionary, miscellaneous and other expenses that are planned. Do not include materials for the project or transportation and food costs that are included with lodging or missionary packages. Do not forget communication and translator costs.
- Determine any entry or exit fees in conjunction with the project coordinator and enter those as expense totals. These fees should be included in the Individual Financial Support Raising Goal and then disbursed in the correct denominations (international travel will not have change for U.S. money) along with tickets.
- Working with the Team Leader, determine any Lodging or Room and Board fees that are charged by the missionaries to compensate for their costs. If these fees are per diems, do not enter them as bulk but enter them in the per diem or per person section to allow for automatic recalculation of totals as the number of missionaries changes. Enter any layover or hotel expenses that will be incurred as a team for debriefing or interim stays during travel.
- Material and Equipment costs to complete the objectives of the mission trip - This category of expense is most suspect to poor estimation and expense variance. Great care should be taken to include actual costs or very solid estimates. In some cases, the on-site or in-country mission agency or staff will simply ask for a certain amount to complete the trip.

The total expenses will flow to the Summary Sheet and provide the Total Budgeted Expense number which is the determining factor in the Total and Individual Financial Support Raising Goals. The Administrator should do everything possible to obtain accurate expense estimates to limit the possibility of loss. **Team Leaders should consider increasing the total cost by 15% overall when determining the Total Financial Support Raising Goal.**

Collecting Personnel Data for Missionaries

The Administrator should ensure that one or more of the following are available to the volunteer:

- A paper copy of the Application Form that is customized for the trip and available for advertising.
- An electronic copy of the Application Form that is customized for the trip and available for advertising.
- Online registration through Christ Mission or other partner of the local effort.

For foreign soil trips, Administrators must collect three copies of each volunteer's passport. One copy will be distributed to each of the following:

- The Travel Pack
- The Local Passport File
- To each missionary to store in a location separate from their official passport

Information received through online registrations will be provided to the Administrator on a weekly basis from the partner agency. This information will also indicate funds raised by the missionary.

Maintaining the Roster

It is critical that personal information, as well as the financial information, be kept up to date on the Roster Worksheet. The personal information provides leaders with necessary details for planning and the financial information provides missionaries with individual goal updates.

Most of the personal information will be obtained simply by requiring a complete Missionary Candidate Application Form for each volunteer.

Notice of donations will occur in two ways:

- Donations given directly to the Team leaders, or
- Financial information will be provided weekly by the Donation Processing Department in weekly deposit advices of checks received and weekly online reports for online donations. Deposit advices include check copies and a total donation amount for the week.

The amount of the donation should be credited to the individual financial support raising goal for that missionary by entering the amount in the "Raised" column appropriate for that missionary. Multiple amounts should be entered as a formula (=100+5+75) as the Administrator is advised of such donations.

The purchase of insurance for missionaries should be noted upon purchase.

Processing Donations Given Directly to the Team

This section details how to process donations received directly by the Administrator from donors or team members.

Determine Type of Donation and Process

Donations that are the result of individual fundraising efforts of a specific missionary should be classified as Individual Financial Support Raising. Donations that are the result of a group effort, joint fund-raiser, corporate gift or other activity that can not be identified with a particular missionary should be classified as General Team Financial Support Raising.

Individual Financial Support Raising Donations

These types of donations will be entered into the Roster Worksheet (the "Raised" cell) according to the missionary with whom they are associated. These donations will be compiled by the Administrator into deposits (and double checked by the Team Leader) no less than twice a month. After compilation into a deposit, the deposit total will be entered on its own line in the Revenue Sheet under the Individual Financial Deposits.

Donor's names will be added to the List of Financial Supporters (this list will be used to generate "Thank You" letters at the end of the trip). This list is best created and maintained in Excel or a like, "sortable" spreadsheet.

General Team Financial Support Raising Donations

All General Team donations will be compiled into a deposit by the Administrator (and double checked by the Team Leader) no less than twice a month. After compilation into a deposit, the deposit total will be entered into the deposit section of the General Team Financial Support Raising section of the Revenue Worksheet.

Donor's names will be added to the List of Financial Supporters (this list will be used to generate "Thank You" letters at the end of the trip).

Make the Deposit

The bulk deposit needs to be delivered to the appropriate Donation Processing Department

Processing Deposits after Notified

The Donation Processing Department will provide weekly advices of deposits with check copies and a report of all online registration and donation activity (This policy might vary based on preferences and partnerships designated by individual organizations).

Determine Type of Donation

Donations that are the result of individual fundraising efforts of a specific missionary should be classified as Individual Financial Support Raising. Donations that are the result of a group effort, joint fund-raiser, corporate gift or other activity that can not be identified with a particular missionary should be classified as General Team Financial Support Raising.

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Donor's names will be added to the List of Financial Supporters (this list will be used to generate "Thank You" letters at the end of the trip).

Recording and Documenting Expenses

It is essential that expenses be categorized according to the sections of the Expense Worksheet, recorded in those sections and adequate receipts maintained. The original receipt will be turned in when requesting funds from the Donation Processing Department to pay vendors or returned as documentation of cash advances. A copy of these receipts will, as well, need to be maintained in the trip file to be turned in during the closing process.

As expenses are entered, the item or service purchased and the vendor to whom the expense is payable should be entered. For example, if food is purchased for the team on a VISA credit card, the description would be "food/VISA CC # Doug's". If the item was paid for with a cash advance, the description would be "food/out of cash adv."

Like items can be summed into one line. For example, all taxi fare could be entered as a formula on one line of the In Country expense section.

This is a detailed process that will require constant attention, especially if the trip is to the third world. The third world countries still do much business without receipts and often it will be impossible to communicate or expect the vendor to generate a receipt. To accommodate such cases, the Administrator or the trained field designee should obtain and carry a receipt book. The Administrator should write a receipt out showing the item, the cost in that country's currency, the actual US equivalent and the method of payment. The receipt should be signed by the vendor and another trip volunteer as witnesses.

If the Administrator is having problems categorizing a particular expense, he should consult the Trip Leader.

Buying Airline Tickets

There are three main sources for the purchase of airline tickets. Some of these resources are used via an agreement with the Christ Mission and purchases must first be approved by the the same.

- Online Internet Ticketing – caution: some online prices do not include all fees until payment so quotes will not be accurate; some online shops do not allow the purchase of tickets for groups; all guarantees should be checked.
- Christ Mission's Bulk Contacts – Bulk rates guaranteed to Central America and varying bulk rates to other parts of the world.
- Group Airline Sales – Groups of ten or more on any major airline.

Tickets purchased over the internet must be paid for at the time or purchase via a credit card. Therefore, trips using such purchasing methods must either increase their application fees to include the airline fare or not purchase tickets until the Initial Financial Support Raising Deadline.

Tickets purchased through the Christ Mission Bulk Contacts are wholesale and must be paid for in full 30 days prior to departure; no cancellations can be made; name changes are accepted prior to the payment deadline.

Tickets purchased by group sales offices for major airlines are not usually payable immediately; however, names must be provided at time of reservation. Name changes are not allowed after booking; as well, a deposit is usually due upon booking a group.

Trip Administrators should not purchase airfare without prior approval of the funding organization and trip leadership.

Providing Contact Information to Leaders and Volunteers

The Perfect Trip Team and any partnering agencies, entities, individuals or corporations are required to adhere to the following PRIVACY POLICY.

That policy is: "The Perfect Trip Team and any of its partnering agencies, churches, groups, corporations or individuals will not sell or distribute private personal information of any volunteer, donor, agency, partner, church or group for the purpose of that entity being marketed by another entity. As well, the Team will not distribute any volunteer information except to project leadership and volunteers as necessary to facilitate normal communications between individuals participating in the project. The Team will not distribute donor information to anyone outside of the foundation leadership except to Trip Administrators for the purpose of balancing or completing reporting."

In summary, this means that Administrators, Team Members and Leaders can provide a roster of non-confidential information (name, address, phone number and church) to other volunteers to allow necessary communications. Social Security numbers, donation goals, donations received, medical information and insurance information are not to be distributed outside of Trip Leadership, Project Leaders or Christ Mission or other partner funding entity.

Purchasing Insurance

Travel insurance is required to be purchased for each and every volunteer and leader participating in a trip that is:

- Outside the immediate community and extending for more than 3 days
- A national trip that requires interstate travel
- Any foreign mission trip

Insurance for national trips must be provided by the missionary. Missionaries not having insurance can obtain short term, inexpensive policies online from a master carrier such as Bottom Line Benefits in Atlanta, Georgia (http://bottomlinebenefits.org).

Insurance for foreign trips is obtained by and on behalf of the team using the online tool provided by Christ Mission. User names and passwords can be obtained from the Project Coordinator or Christ Mission and the insurance purchased quickly online.

You will need the following before logging onto the site:

- Names of the volunteers
- Beneficiary Names for each volunteer
- Birth Dates for each volunteer
- Trip Number
- Length of the Trip in Days
- Number of Volunteers

The insurance will be purchased using an online account and will be the deluxe short term mission trip volunteer insurance.

Closing Out the Trip

The Administrative files must be closed and all files (or copies as appropriate) delivered to the Project Coordinator by the Trip Completion Date (this date is always 10 days after return from the effort). The closing process has several steps and is simple if the Administrator has kept up with the information flow during the trip. The steps are as follows:

- Final deposit advices or donations should be entered and processed.
- All unspent cash from advances should be returned to the Donation Processing Department. Receipts for cash advances spent must be included.
- Final expenses, those incurred during the trip, should be entered into the Expense Sheet. Any expenses not yet paid must be paid at this time. Payment requests will require original receipts.
- Solve any balancing problems with Revenue “check balance” number. This number should be zero.
- Compile a copy of donation record receipts, expense receipts, volunteer information forms, trip reports and roster files to be delivered to the World Mission Center.
- Provide the final Perfect Trip Planning Tool electronically to Christ Mission or appropriate entity.
- Return all Project supplies (trunks, papers, etc.) to the Project Coordinator.
- Print a complete The Perfect Trip Planning Tool Workbook to be included with all receipts and reports to Christ Mission via the project coordinator, director or other appropriate leadership if not partnered with Christ Mission.