



Beyond Words International (BWI)

Providing healing arts and humanitarian assistance for trauma survivors.

Volunteer Travel Policy

Welcome to the BWI Team! Thank you for your interest in participating in our humanitarian and healing arts programs. All team members traveling for projects as part of Beyond Words Int'l., are volunteers, not employees or contractors. As such, they will be reimbursed only for travel-related expenses as long as they meet all criteria below. Volunteers are required to read and sign at the bottom to acknowledge agreement.

1. Team member is familiar with BWI's mission, vision, activities and professionally represents BWI.
2. Team member must have personal liability insurance with a minimum of \$500,000 coverage.
3. Team member must sign a BWI liability release.
4. Team member participation in a project, the scope of participation, and length of stay for travel must be approved by BWI Board of Directors prior to departure.
5. Travel expenses must be approved by BOD before the volunteer departs for the project. New expenses, not previously approved by the Board, must be submitted to the BOD and will be evaluated on a case-by-case basis, if reimbursement is requested.
6. Team member must participate (onsite or remotely) in a minimum of 75% of project-related planning meetings, calls, tasks, events, fundraising activities, research and other responsibilities.
7. Team member must donate the full cost of their trip, or personally raise a minimum of 85% of their project-related expenses via fundraisers, personal asks, events, etc. If they do not raise a minimum of 85%, they will be reimbursed the approximate percentage they raised and they will be responsible for paying the remaining amount. Donations to BWI are tax deductible.
8. BWI requires receipts before reimbursements are distributed, excluding per diem meal amounts determined per project, prior to departure.
9. BWI will not reimburse personal expenses incurred while traveling for the project, such as leisure travel, personal supplies, food beyond the agreed-upon amount per diem.
10. If the entire project team is unable to raise the full amount of project-related travel expenses, and each team member has raised a minimum of 85% of their personal expenses, then each team member on the project will be reimbursed based on the following formula:
 - Add the total number of days traveling, for all team members on the same project. (i.e., 10 members traveling 10 days each equals 100 days.) Travel days to/from the project are included.
 - Divide total funds raised for the project by the total number of days traveling, yielding an amount per day to be reimbursed. (i.e., \$10,000 raised/100 days = \$100/day per team member.)
 - Each traveling team member will be reimbursed the amount per day multiplied by the number of days they are traveling. (i.e. \$100/day x 10 days traveling = \$1,000).

I read and agree to this BWI policy.

Printed

Signature

Date