

READ CAREFULLY BEFORE APPLYING TO TRAVEL

Passports & Visas Individuals participating in Outreach Foundation trips are often required to have a Visa for entry in any given country. Please note that The Outreach Foundation will need possession of your passport for visa processing, perhaps for as long as three weeks. If you are traveling abroad in close proximity to an Outreach Foundation trip, you may need to apply for a duplicate passport. Consult with Lisa Dill on this matter. ***Once visa processing is completed, individual travelers are responsible for checking their passport to ensure that the travel dates in their visa accurately reflect the travel dates of the trip.***

Credit cards When credit cards are used to pay The Outreach Foundation for trip related expenses, a 5% surcharge will be added to defray the cost of related fees and expenses.

Personal side trips Individuals planning personal travel in conjunction with an Outreach trip are responsible for coordination and payment regarding all travel plans (airfare and ground itinerary) for the personal portion of the trip. In addition; any expenses, travel delays, or other unexpected occurrences that arise during a personal portion of a trip are not the responsibility of The Outreach Foundation.

Insurance Individuals participating in Outreach Foundation trips must have medical insurance that provides adequate coverage while they are traveling. Participants should review the provisions of their own policy and contact their insurer to determine whether or not they should obtain additional personal coverage for the duration of the trip. Uncovered expenses that are incurred by trip participants due to accident or illness – including medical costs, airline change fees, and medical evacuation – are the responsibility of the participant, not The Outreach Foundation. The Outreach Foundation does not provide trip cancellation or other travel insurance coverage, and travelers should decide for themselves if they wish to obtain such coverage.

Inoculations and Medications Outreach Foundation trips often venture into areas of the world posing special health risks. Trip participants should review the travel health advisories on the Centers for Disease Control and World Health Organization websites and should consult with their own physicians or an international travel clinic to make informed decisions about inoculations and medications. The Outreach Foundation does not offer medical advice but will make it clear when inoculations are required for entry into a country on the itinerary. Participants shall notify Outreach of medical conditions and prescriptions that they are taking to ensure the availability of that information in case of a medical emergency.

Deductibility The Outreach Foundation issues tax receipts for payments made by individuals for the cost of that individual's participation in one of our mission trips; however, in so doing The Outreach Foundation is not giving tax advice. Each individual should contact their personal tax advisor to evaluate their situation and determine deductibility of trip expenses. If side trips or add-ons are recreational in purpose, the cost of those portions are clearly NOT tax deductible, and participants should pay those costs directly to the travel agent. The IRS is very clear that one individual may not pay the cost of another individual's travel, whatever the purpose, and deduct that amount on their income tax return. If someone wants to help with your travel expenses, they should give those funds directly to you.

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| <u>Payment schedule</u> | ASAP | \$150 deposit to hold your place |
| | 90 days before departure | ½ total cost |
| | 45 days before departure | balance due |

To apply to travel with The Outreach Foundation, please return the following items to the address below:

- 1) completed Application, including Waiver of Liability form
- 2) two copies of the photo/information page from your passport
- 3) \$150 non-refundable deposit (will be returned if we are unable to approve your application)

**Lisa Dill
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