

## **EMERGENCY MONEY**

Based on need, the Missions Department will give each team leader a set amount of cash to travel with them on the trip and to be used in the event of an emergency only. This money can be used for unexpected luggage fees or travel costs, but it should not be used for team meals, snacks or fun days. Money for these things has already been budgeted into the trip cost. You **MUST** keep a detailed record and obtain a receipt (if possible) for any money spent out of this fund. Any used money and this report should be returned to the Missions Department upon returning home. The amount of money that each team gets is determined by the Missions Department based on the size of the team and where they are traveling. You will need to pick up this money from the Missions Department prior to departure for your trip.