

# Mission Trip and Leader Guideline Form

LPC Leader Name(s) \_\_\_\_\_

## List of Duties as Trip Leader (some duties can be delegated within the team)

Plan or acquire trip itinerary – dates, times, locations

Scope of work (attach any information, brochures, etc. needed to this form)

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Number of people Minimum/Maximum needed to make the trip feasible \_\_\_\_\_

Typical day schedule

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Complete Mission Trip Budget Worksheet: Turn into the Missions Committee – Prior to advertising trip at least 3-4 months in advance, for international trips at least 6 months in advance.

Plan, schedule and lead meetings with the team going on trip – for the purpose of handing out trip itineraries, paperwork and suggested reading material to explain cultural differences for first time travelers.

Plan devotions and/or assign individuals for devotions for each morning or evening on the trip.

Gather copies of ID or passports, traveling papers, required medical paperwork, insurance etc. Leader takes these on the trip and leaves a copy with missions committee member here.

Secure Traveling Insurance if necessary.

Email group of plans, meetings, changes, etc.

Organize people traveling on the day of the trip, to airport etc.

If traveling out of the country exchange US money for local money when you arrive.

Pay for meals for the group that are included and keep receipts & names.

Signatures are required for all cash payments in receipt book.

Pay for overnight accommodations that are needed and keep receipts.

Keep all receipts for expenses on trip – All receipts must be turned into church office.

**\*\* Note Church will not reimburse out of pocket expenses without receipts for any of us.**

Leader is responsible for submittal of expense account with all receipts 2 weeks after trip.

\*\* Leader will be notified after the Missions Committee has approved trip and leaders.

Leader(s) Signature \_\_\_\_\_ drop off in Missions mailbox