



# Partners In Development, Inc.

*Serving the poorest of the poor since 1990*

## TRIP EXPENSE & CANCELLATION POLICY

The total cost of a PID Service Trip equals the base cost plus airfare. A deposit of \$600 is required to reserve space on a trip and is applied towards the base cost.

### BASE COST

This is a per person fee of \$800 U.S. We offer a discounted base cost of \$660 for licensed medical professionals. The base cost pays for:

- Lodging in our bunkhouse in Haiti, a local hotel in Guatemala, or a B&B in Glendora. All locations are secure and include bathrooms and showers.
- Clean drinking water and three meals a day provided.
- International travel health insurance for Haiti/Guatemala.
- Ground transportation needed during your stay, including transportation to and from the local airport (Port-au-Prince, Guatemala City, or Memphis, TN).
- First aid supplies if needed.
- Translators.
- One cultural excursion.
- Funding for the current PID building project or program.

The base cost does NOT include:

- Airfare.
- Passport costs.
- Immunizations.
- Prescription medications and medical/hospital services needed during the trip.
- Individual spending money.
- Personal items related to the trip, such as sunscreen or insect repellent.
- Travel expenses (ground transportation, parking, food, drinks, lodging) incurred prior to arrival at the local airport or following departure from that airport.
- Expenses resulting from unpredictable factors such as inclement weather, political events or airline service disruptions.
- Snacks/drinks that are for sale. (alcoholic beverages are not permitted while with PID).
- Personal telephone/internet expenses.
- Fees for excess personal baggage (unless carrying PID supplies).
- Foreign currency exchange / conversion / transaction, and or ATM fees.

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### Partners In Development, Inc.

55 Market Street, Suite 201, Ipswich, MA 01938

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## **AIRFARE**

You will be informed of the airfare price once tickets are purchased. PID will work to find the lowest cost airfare available. The cost of airline tickets varies depending on the time of year, location of travel, and how early your trip deposit is received. If you want to purchase your own airfare, please contact the office before purchasing your tickets to confirm acceptable arrival/departure times.

## **TRIP DONATIONS**

You must advise us in advance if you intend to do fundraising for your trip and plan to request reimbursement. In keeping with IRS guidelines, all funds donated to PID are under the complete discretion and control of PID. Refunds and reimbursements are only available for PID's stated trip base cost and airfare. Trip fundraising that exceeds the trip base cost plus airfare will be used by PID for on-going programs. Please see PID's Fundraising Guidelines.

## **REFUNDS/REIMBURSEMENTS OF AMOUNTS PAID TO PID**

If you do fundraising and PID receives donations for your trip prior to your departure date, you may request a refund of the amount you paid to PID for the trip. You will be refunded either the total trip cost you paid to PID (base cost plus airfare) or the total amount raised, whichever is less.

If you do fundraising, you may request reimbursement for airfare you purchased for yourself as long as you notified PID in advance of purchasing your ticket. You will be reimbursed the airfare expense that was pre-approved by PID or the total amount raised, whichever is less. Reimbursement is only available for pre-approved airfare expense. All other trip-related expenses are the responsibility of the trip participant and are not reimbursable.

## **TRIP CANCELLATION**

- If you cancel your trip before PID has purchased your airfare, we will refund \$500 of the deposit you paid.
- If you cancel after airfare has been purchased, there is no refund, but we will reschedule your trip. You may choose any PID trip occurring within 12 months of the date your airfare was originally purchased.
- If the airline cancels due to weather, the PID trip will be cancelled and you will receive a full refund.

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