

REAP South

Leaders Handbook

www.reapsouth.org



REAP Overview //

There are thousands of unreached population segments in South America. In order to reach these people most effectively, the IMB has implemented a strategy for reaching them called REAP- *Rapid Entry Advance Plan*.

The objective of this strategy is to establish indigenous, self-sufficient churches among a particular micro-people group or population segment (mpg/popseg) by utilizing the believers, resources, and commitment of stateside churches.

The focus of the REAP strategy is primarily a church planting movement (CPM). A brief document explaining what exactly a CPM is can be downloaded from http://www.reapsouth.org/resource_download.htm. It is the aim of the REAP strategy to plant healthy, growing, and reproducing churches that look like their culture and that will have the ability to carry on unhindered in the absence of a U.S mission presence.

The REAP strategy calls for commitment on the part of stateside churches. Because relationships are the driving force behind this strategy, it is essential that the presence of the partnering church be maintained among the targeted people group (see “Sample Comprehensive Strategy” and “Sample Village Strategy Summary” in this information packet).

Preparation //

Generally Learn some Spanish! This is so important. When people in South America see that you and your team have tried to learn a bit of their language, they will open up more readily. It is extremely frustrating to not be able to express yourself without a translator. If you and your team learn just a few basic Spanish words and phrases, it will make a big difference.

Physically Exercise! A week in the Andes can be difficult. There may or may not be much hiking, but it is still a good idea to be physically well. This will help lessen the effect of altitude sickness and exhaustion.

Spiritually Encourage the team to develop prayer teams. This is a group of people who will specifically pray for that person and the team as they prepare to go to and work in South America. Also, emphasize the importance of a solid relationship with Christ in making the trip fruitful. If one or more of the team members has sin or something hurting their relationship with God, it will be painfully obvious before the trip is over. Take time during the meetings for confession (not necessarily public) and prayer. Let different team members lead devotions during the meetings. Make available a copy of the IMB prep guide to each team member. The IMB will send this to you once you have registered with them. This document is very helpful for people who have not yet been to South America or on an international mission trip.

Checklist //

- Learn Spanish
- Exercise
- Stay close to God
- Utilize IMB prep guide

Getting to the Mission Field //

Passports You can't leave the U.S. or get into a South American country without a passport. Begin telling team members to apply for a passport 6 months before departure. If the big day comes and a team member still has not received a passport, they will be unable to leave the country. While on-board the plane coming to Lima, you will be given an "Andean Migration Card". Fill out both the top and bottom section. A customs agent will review this info, as well as your passport before you are allowed to enter Peru. Tourist Visas for Peru can be given for 30, 60, or 90 days. If you are staying on-site for an extended period (i.e., your summer missionaries), request a 90 day tourist visa be stamped into your passport. The small, bottom part of the Andean Migration Card will be torn off and returned to you. Put this with your passport and guard it as if it were your passport itself. You will need this slip of paper when you exit the country. Teams have had members lose passports and the Andean Card cutaway in the past. If this happens, contact the missionary immediately. You will be put in touch with the US Embassy who will help you through this ordeal, but at a cost to replace your passport. Also, remember that each team member must pay an airport tax upon leaving Peru. In 2008, the amount was \$32 per passenger.

Airfare The easiest way to go about dealing with this issue, if you don't feel confident in personally making travel arrangements, is by using a travel agency. There are many Christian travel agencies that are trustworthy and know the specific needs of these types of trips. You simply call them and tell them what you need. They take care of the rest. You will need to gather some information from the team to give to them, but they will let you know when they need something. Also, you may order tickets yourself by using one of the online agencies, including the airline website itself. These online fares directly from the airline website are generally the cheapest available, but check with Expedia or Travelocity first to make sure you are getting the best deal.

Packing In this information packet you have a packing list. This list is a guide that will help you know how best to pack for a trip. As you continue to travel to your mpg/popseg, you may leave things there to use on subsequent trips, so it would be helpful to talk to previous trip leaders to find out what is already in your South American country in order to prevent the packing of unnecessary articles. It is a mistake to pack the same amount of things that you would if you were going on vacation. Emphasize this to your team (see "Sample Packing List" in this information packet). Keep in mind the different weight regulations enforced by each airline. Most airlines allow two checked bags (50 lbs. each) and a carry on. If you are flying in-country, keep these regulations in mind:

- Lima to Arequipa, Cuzco, Puno – 1 checked bag (44 lbs.); 1 carry on
- Lima to any other city – 1 checked bag (33 lbs.); 1 carry on

Always, pack a few changes of clothes and toiletries in your carry-on. Unfortunately, luggage is sometimes lost and is not found in time to be used on the mountain.

IMB Registration. Your team must register with the International Mission Board before the trip. The missionary you are working with will help you with this process. However, you must provide the following information to the missionary: name of team leader; team leader mailing address; team leader phone #; number of team members; gender breakdown of team; and dates of trip. Contact the missionary you are partnering with by email, provide the mentioned information and you will be contacted by the IMB.

Checklist //

- Make sure team has passports!
- Make travel arrangements.
- Stick to packing list.
- Get copies of passports.
- Ask missionary to send in a volunteer job request.
- Begin correspondence with IMB
- Purchase insurance with the help of the IMB

Logistics //

Food. Nutrition becomes an important factor in maintaining energy level in South America. Because of the possibility of parasites, which cause sickness, a good idea is to take most or all of your food with you on-site. Please contact Kathy Weaver directly concerning food needs (kathy@reapsouth.org). Also, please remember that you will be responsible to reimburse the REAPSouth team for any food preparation you request.

You have several options:

- Ask Kathy Weaver to prepare lunch and dinner for the team. She will prepare it, freeze it, and pack it for you. You provide your own breakfast. Please contact her directly concerning food needs.
- Have each person bring their own food. This becomes cumbersome when it comes to using the stove but can work fairly well if guidelines are set.
- You (the leader) bring food for everyone. I would suggest that you do not do this. Simply because of the work load it adds to your already hefty schedule.
- Your team can eat on-site. If you find out that your area has restaurants or people who will cook for you, this can become a very efficient way to eat. This does come with some risk, therefore we suggest using tetracycline when eating local food.

- Or you can combine two or three of the above options to best fit your teams needs.

Here is a list of things that your team will have to provide for themselves:

- Pots
- Ice chests
- Cooking utensils
- Cleaning agents
- Breakfast foods (instant oatmeal, granola bars, eggs, bread, jelly are available on-site)
- Snack foods (trail mix, beef jerky, dried fruit, nuts, etc.)
- Camp stove (propane)
- Propane tank (to be bought in South America)

Here is a list of things that Kathy can provide:

- Lunches and dinners (provided by Kathy Weaver)
- Paper goods (plates, bowls, napkins, forks, spoons) (these are a bit more expensive in South America, so if you'd like, you can bring your own)

Note: If this is your vision trip, ALL of these things will be provided for you. However, on subsequent trips you will need to provide the items listed above. We suggest that you store these items in South America to be used each trip. REAP has storage space that you will be able to use.

Translators. Please contact Sandi Bridges (sandi@reapsouth.org) directly concerning translator needs. When you find out how many people will be on your team, you need to contact Amanda about translators. It is most beneficial to have at least 1 translator to every 3 team members.

Trucks. Write to internacional@budgetperu.com to reserve trucks. There is a person on staff who knows English and will handle your account. Her name is Karina, direct your request to her. The terrain where you will most likely travel requires a specially equipped vehicle. We suggest the following:

- Toyota Hilux 4x4 double cab pickup
- All-Terrain (Pantanera) tires
- Two spares
- Tarp/Rope

It is possible to fit 5 people to each truck, 4, however, is a bit more comfortable. Don't forget to count the translators!!

Also, if you need gas cans, you will need to purchase them or request to use the missionary's.

Housing. Upon arrival you will need a place to stay in the city. This needs to be arranged with Kathy Weaver several months before arrival.

Let her know the following information:

- The number of males and females (also married couples).
- What nights you will need lodging (coming and going).
- The names of the team members as well as their passport numbers.

When you arrive at your hotel you will be expected to present your passport and visa in order that the hotel may make a copy. If your hotel plans change, please notify the hotel.

Also, let Kathy know if you would like your translators to stay at the hotel with you. This could be helpful if you are leaving very early in the morning (you would be responsible for the expense).

On the mountain you will have to play it by ear a bit. Talk to previous trip leaders to find out what kind of accommodations are available in each village. If this is your vision trip, the missionary will be responsible for on-site housing.

Arriving. When you arrive at the airport you will obtain your visa and go through customs. Once you make it out with your team and your luggage you need to go to the Budget counter to sign for your rented vehicles (that is if you've rented trucks to be picked up at the airport). If you have not rented trucks, Kathy will arrange a pick up for you. If you have rented trucks, Kathy will arrange someone to lead you from the airport to the hotel (\$10). Also, Kathy can arrange for someone to lead you to the PanAmerican (\$10). As soon as you have all your flight information, email it to the Kathy.

In-country flights. If you have an in-country flight, Kathy or Austins will make the reservations for you through a local agency. She will need the passenger names and passport numbers to order the tickets. If you would like, you can make flight arrangements yourself. However, it would be advisable to use the following traveling agency: *Viajes Amazonas*. Ketty is our contact. Email her at this address: viajes_mirai@hotmail.com. These tickets will cost much more if ordered from the U.S. Also, you need to remember to order tickets for your translators. These need to be ordered ASAP, because flights fill quickly and prices rise. Also, remember that you will be responsible for the expense of your translator's tickets.

Checklist //

- Email missionary flight information and transportation plans.
- Plan for food (ask missionary or provide your own).
- Reserve translators.
- Reserve trucks.
- Reserve housing.

Setting Goals //

Building on previous work. The unique thing about the REAP strategy is that each engagement is built on top of previous engagements. In setting goals for your trip, it is imperative for you to understand as best you can exactly where each village is in terms of reaching the goal of a church planting movement. This means being aware of what has happened in each individual village thus far. For example, if the prior team was able to spend time in the schools teaching English, then it might be a good idea to invite the teachers to a Bible study on the next trip. It would not, however, be a good idea to have an evangelistic service for the whole town. You have gained the trust of the teachers, but the townspeople, for the most part, don't know who you are. See the "Sample Village Strategy Summary" in this information packet.

Working toward the ultimate goal. It is incredibly important that you set goals that build on previous engagement, but it is even more important that you set goals that are aimed at reaching the ultimate goal of starting a self-sufficient, indigenous church that reproduces. When you leave for good, you want to leave behind a growing and reproducing body of believers. You should ask yourself this question before you do anything: "Will this activity/service/etc. perpetuate our goal of starting a church planting movement?" If the answer is "no" or "I'm not sure", then it is advisable to not do it. See "Sample Comprehensive Strategy" in this information packet for more detail.

Set goals. It is extremely important that you set goals for your team. Setting tentative goals ought to be one of the first things you do as you plan a trip. Make it a matter of prayer. Let the Holy Spirit lead you. Study the gathered material from previous trips. Talk to participants of prior trips. Make sure you are confident in your understanding of the REAP strategy. Take very seriously the setting of goals for your trip. As the trip nears and even as you arrive in South America goals may tweak and change according to the situation. Don't worry, let the Spirit lead.

Training opportunities. Because we want our partners to be as prepared as possible, we offer two training opportunities each year. We provide training in the U.S. for our stateside partners and also in Peru for our national partners with whom you are working to start and lead the churches among your mpg/popseg. Visit www.reapsouth.org to find out more about these opportunities.

Checklist //

- Set goals.
- Study gathered materials.
- Talk to past participants.
- Make sure to build on previous work.
- Know the REAP strategy.
- Aim goals at the ultimate goal.
- Take advantage of REAPSouth training ops.

The Team //

Selecting a team. For most mission trips, participants are chosen on a first come first serve basis. Whoever signs up first gets to go. The way you choose team members should be more strategic. Because tentative goals are set out before the choosing of the team, the abilities needed to accomplish the trip goals become the criteria for team selection. Once you have decided upon your goals for the trip, prayerfully begin thinking about who would best fit this particular trip's goals and objectives. Talk to people one on one about the possibility of being involved. Also, it is good to have an interest meeting for anyone who may be interested. However, make it clear that the team will be chosen according to need. Present the tentative goals and the "molds" that need to be filled in order to achieve those goals. For example, if one of the goals is to gain the trust of teachers and children by teaching English in the schools, you need someone with ESL training. The team needs to be small. 6-8 is ideal.

Team meetings. Meeting frequency will depend completely on your strategy. Do your best to plan sufficient meeting time to adequately prepare your team for trip goals and objectives. Find a day, time and place that works best for everyone. It is a good idea to meet in the homes of the members. This makes for a relaxed atmosphere and is conducive to team building. In team meetings you want to accomplish several things: 1) Team unity – do things that help the team members become unified socially and spiritually. 2) Consistently cast vision – do your best to help the team see the 'big picture.' Help them to understand the REAP strategy, the ultimate goal, and how this trip fits into that goal. 3) Trip preparation – helping the team prepare for the activities to be accomplished as well as discussing the logistics of the trip.

Orienting the team to the task. Immediately begin to develop plans for implementing activities on the trip. As the leader, you are responsible for preparing each team member for their given responsibility. For example, Susan is coming because she is certified in ESL and you said that you needed someone to teach English. Let her know that she will be completely responsible for being ready to teach. You will handle when and where of course, but she needs to be ready. John is coming because there was a need for a musician. Give him the responsibility of getting everything ready for this part of the trip. And so on.

Checklist //

- "Handpick" team according to trip objective/strategy.
- Limit team to 6-8 members.
- Foster team unity, cast vision, and prepare team for trip during pre-trip meetings.
- Delegate responsibilities.

Money //

Financing the trip. There is a lot of money that goes into an international mission trip. As the leader, the job of ‘trip accountant’ most likely falls on your shoulders. You need to keep a few things in mind. It is usually best to let the burden of paying for the trip fall on the participant. When the church offers a free international mission trip, often people begin to view it as a vacation. It is better to let the team members pay by their own means or by raising their own support. However, there are certainly occasions where scholarships are appropriate.

You need to let the participants know right away how much money is expected of them. It is helpful for the church to set up an account into which all payment money can go. Any expenses for the trip will then be drawn from that. It is very important to keep a tight reign on how money is being used. Do your best to accurately project the trip cost and be diligent in keeping a log of expenses all the way through the trip. Remember, it is better to overestimate the cost of the trip than to be caught with not enough funds. See “Sample Cost Allocation” and “Sample Post Trip Budget Balance” for more detail.

Checklist //

- Determine total cost.
- Develop a budget.
- Inform team of participant cost.
- Inform team of payment methods.

Health //

Getting vaccinated. Different people have different feelings about vaccinations. Some will feel that they need every possible shot for protection. Others won’t worry about it at all. As a leader, it is your job to present them with accurate information. Since you are leading a group of adults, you can allow them to choose the vaccinations they would like to get. The very best advice to give the team is to tell them to consult their personal physician or family doctor.

Precautions on the field. There are several things you and your team can do to help prevent sickness in South America. Don’t drink the water or eat anything that hasn’t been thoroughly cooked. Wash hands frequently with hand sanitizer. Wash hands well before eating. It might be a good idea to get some tetracycline to curb any oncoming sickness due to parasites. This can be bought in South America very cheaply and without a prescription. Make sure that you bring a first aid kit. Also, altitude sickness can be a problem in the Andes. If someone on the team is prone to this, they should consult their doctor for a prescription. Drinking Mate de Coca (a type of tea) prior to going into the mountains also helps alleviate altitude sickness. Otherwise, make sure people are drinking lots of water on the mountain. This works wonders in preventing a variety of health problems.

Insurance. It is a requirement for volunteers serving through the International Mission Board to procure international health/life insurance. When you register with the IMB, you will be directed to Adams & Associates to procure insurance for your team. The IMB requires that you have this insurance. You will be provided with a benefits sheet that you can then distribute to the team. They also provide information on what to do in case of an emergency while in South America.

Checklist //

- Check with family doctor about vaccinations.
- Don't drink the water.
- Wash hands frequently.
- Make accommodations if you are prone to altitude sickness.
- Bring a first aid kit.
- Apply for insurance.

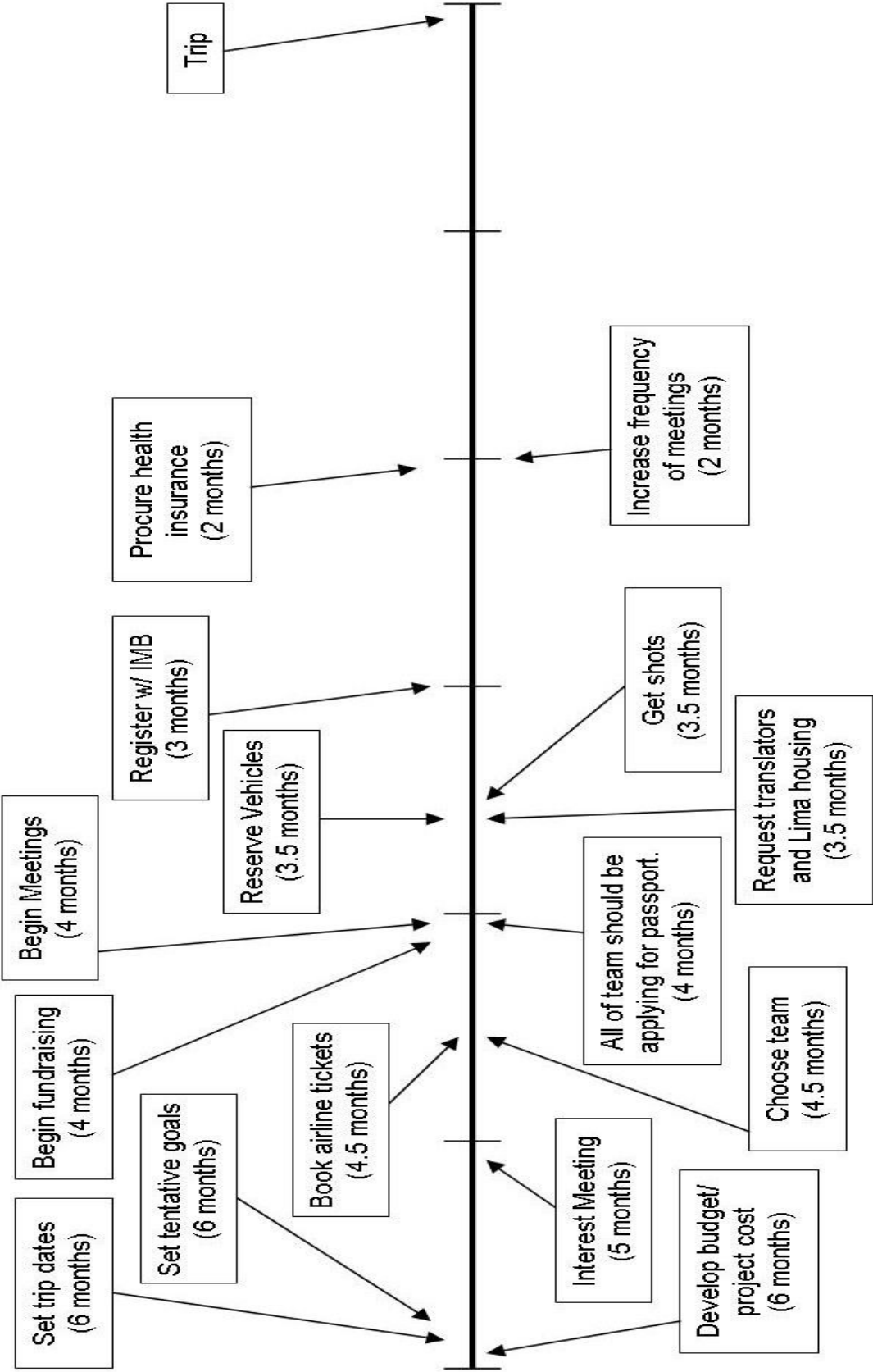
Helpful Contacts //

- Mike Weaver :: mike@reapsouth.org
- Kathy Weaver :: kathy@reapsouth.org
- Arnold Austin :: arnold@reapsouth.org
- Susie Austin:: susie@reapsouth.org

Emergency Contact Info

- Mike and Kathy Weaver – 001-511-421-0929
- Mike's cell phone – 001-511-9975-4862
- Kathy's cell phone – 011-511-9629-1986
- Ryan and Amanda Bush – 011-440-9958
- Mission Office – 001-511-422-5416
- US Embassy – (51-1) 434-3000

Peru Trip Planning Timeline



REAP // sample comprehensive strategy

*this is the comprehensive strategy used by Geyer Springs First Baptist Church, Little Rock.

[Endvision]

That every person in the Ayavi Segment may know him and grow in him. Make disciples. [Matthew 28:18; 1 Timothy 2:3,4; 1 Peter 3:9; Matthew 18:14]

The question we have to prayerfully ask ourselves is:

“What’s it going to take to do this?”

[Church Planting Movement]

Looking for a biblical precedent we turn to the book of Acts. We see that Paul went from region to region, seeking people who might believe, training them, setting up house churches, and exhorting them to do the same.

We want to be used by God to facilitate a church planting movement. House churches multiplying and growing and spreading.

[Key Elements of a CPM]

The International Mission Board has identified several key elements in Church Planting Movements.

They are:

- 1 Prayer
- 2 Research
- 3 Abundant gospel sowing
- 4 Intentional church planting
- 5 Leadership training
- 6 Accountability

So we have set up a strategy in order to foster a Church Planting Movement so that we can quickly and effectively see every person of our people group hear the gospel and, should they accept, be discipled.

REAP // sample village strategy summary

Side A:

Huayacundo Arma ::

- Researched (May 04)
- Prayer Walked (July 04)
- Men of Peace Identified
 - Hector & Gloria – believers; said they were called by God to be missionaries in this village. Hector has a Bible study in his house currently. About 5 people attend.
 - Amanda & Abram – We are not sure if they are believers, they are very open to us and our message. The July group stayed with them.
 - Mayor – He became a believer in July.

October Plan:

- Train Hector and Mayor
- Abundant Gospel Sowing: door to door; evening square meetings
- Plant/Encourage/Strengthen Church

Quito Arma ::

- Researched (May 04)
- Prayer Walked (July 04)
- Possible Men of Peace
 - Mayor and Sandra – In May invited us in and fed us and listened to our message. In July, Sandra was very excited to see the team return.

October Plan:

- Pursue relationship with Mayor and Sandra and seek to identify any other possible MOP.

Cusicancha ::

- Researched (May 04)
- Prayer Walked (July 04)
- Men of Peace Identified
 - Yuri and Carmen – became believers May 04
 - Suzanna – became a believer May 04

October Plan:

- Train believers
- AGS
- Plant Church

Quisar Pampa ::

- Researched (May 04)
- Prayer Walked (July 04)
- Men of Peace Identified
 - Viable Pentecostal Church – However, they have cut themselves off from the Catholic (majority) population.

October Plan:

- Train Pentecostal leaders if they are open. Help that church become a evangelistic, disciple making church.

Side B:

Capillas ::

- Researched (May 04)

October Plan:

- Prayer walk, build relationships and search for men of peace

Tambo ::

- Researched (May 04)
- Prayer Walked (July 04)

October Plan:

- Build relationships, search for men of peace

Ayavi ::

- Researched (May 04)
- Men of Peace identified
 - Couple that Dave interviewed with questions about Revelation.

October Plan:

- Prayer Walk
- Train leaders
- Abundant Gospel Sowing
- Plant church

REAP // *sample tentative trip agenda*

Saturday, May 15

10:25am Arrive at Little Rock airport
 12:25am Depart Little Rock airport
 1:50pm Arrive at Houston International
 4:00pm Depart Houston International
 10:25pm Arrive Lima International Airport
 11:00pm Arrive at lodging in Lima

Sunday, May 16

8:00am Breakfast/Pack vehicles
 11:00am Depart Lima
 12:00pm Roadside lunch
 7:00pm Arrive in Huancavelica

Monday, May 17 – Wednesday, May 19

The activities during these three days in the mountains will largely depend on the guidance of the Holy Spirit and our fearless IMB missionary leader, Mike Weaver. We will seek to be mirrors of Christ as we explore villages, build relationships with villagers and potential gatekeepers, and collect data.

Thursday, May 20

11:00am Depart Huancavelica
 7:00pm Arrive in Lima

Friday, May 21

10:00am Explore Lima/Visit Market/Eat/etc.
 9:00pm Depart Lima Lodging
 9:55pm Arrive at Lima International
 11:55pm Depart Lima International

Saturday, May 22

6:36am Arrive at Houston International
 10:35am Depart Houston International
 11:54am Arrive at Little Rock

REAP // *sample tentative trip agenda*

Team Luz ::

- Saturday:** Load trucks; Head for the hills; Find lodging in Huayacundo-Arma
- Sunday:** Meet with Men of Peace to discuss training; Begin training; Strategize abundant gospel sowing; Contact schools about possible VBS; Contact mayor about possible evening services in square; Build relationships
- Monday:** Send a few team members to Quito Arma to touch bases with believers, also AGS. In HA: Train leaders; Begin abundant gospel sowing; Conduct mini VBS; Evening revival meeting
- Tuesday:** In Huayacundo Arma same; In Quito Arma possibly train leaders
- Wednesday:** Same
- Thursday:** Final training and exhortation; AGS; Goodbyes; Drive to Lima
- Friday:** Visit market; Eat; Pack up; Fly out

Team Gracia ::

- Saturday:** Load trucks; Head for the hills; Find lodging in Tambo
- Sunday:** AGS; Mini VBS in school; Look for Men of Peace
- Monday:** Go to Capillas; Build relationships; Look for Men of Peace
- Tuesday:** Go to Ayavi; Meet with possible MOP to discuss training.
- Wednesday:** Train in Ayavi OR Go to Huayacundo Arma to assist Team Luz
- Thursday:** Final training and exhortation; AGS; Goodbyes; Drive to Lima
- Friday:** Visit market; Eat; Pack up; Fly out

Team Vida ::

- Saturday:** Load trucks; Head for the hills; Find lodging in Cusicancha
- Sunday:** Meet with believers to discuss training; Talk to school about mini VBS; AGS
- Monday:** Train leaders; VBS; AGS; Go to Quisarpampa to inquire about training
- Tuesday:** Train leaders, VBS; AGS; in Cusicancha; Train leaders in Quisarpampa.
- Wednesday:** Same
- Thursday:** Final training and exhortation; AGS; Goodbyes; Drive to Lima
- Friday:** Visit market; Eat; Pack up; Fly out

* Schedule for a team dividing up into several teams working in different towns.

REAP // *sample packing list*

Clothing

- Sturdy/comfortable shoes (either hiking type shoes or tennis shoes)
- 3 pair jeans/sturdy cargos (2 pair for the mtn and one for Lima)
- t-shirts: short and long sleeved (8 short & 2 long)
- socks and underwear (enough for each day. Please don't reuse these)
- a fleece
- a sweater or sweatshirt
- windbreaker or light jacket
- rain poncho (not a jacket, a small 1\$ one from wal-mart)
- hat or sunglasses
- gloves
- warm flannels to sleep in
- rubber flip-flops for shower

* It is fairly cool on the mountain. During the day it is probably 60-65. While at night it gets in the low 50's high 40's. There is very little chance of rain.

* We will be living with people whose way of life is much simpler than ours. Most have only several changes of clothing, so even our "old" things will seem new to them.

* Reusing clothing is a must. Dark clothing is best as it does not show dirt.

Personal Items

- Back pack (sturdy)
- Sleeping bag/pillow/pad or cot
- Toiletries/TP
- Sunscreen
- Washcloths/towel/wet wipes
- Extra contacts/glasses
- Hand sanitizer
- Soap/shampoo
- Electrical converter (I advise against electrical devices, but if you do bring them you must get a converter)

*Keep in mind that showers are a luxury not a necessity. There may be no hot water. You may have to settle for wet wipes wipe down.

Miscellaneous Items

- Passport/Driver's License/Credit Card (mastercard or visa)/Copies of DL and PP
- Bible/journal/pen
- Water container/snacks
- Flashlight (small)
- Camera and film
- Spending money (50\$)
- Pack wisely and simply. Do not pack what you do not need.

REAP // *sample cost allocation*

Airfare	\$9,353.50
Vehicle Rental	\$2,200
Fuel	\$400
Departure Taxes	\$368.55
Lima Housing	\$260
Mountain Food	\$250
Miscellaneous	\$350
Grand Total:	\$13,182.05

Cost per person: \$1,010

- Notes:
- *All meals in Lima and airports are not figured into the total cost. You will be responsible for these.
 - *Please make checks payable to FBC. Write "Peru-Missions" in the memo line.

REAP // sample cost allocation #2

Airfare	\$783
Lima Housing	\$30
On Site Housing	\$12
Lima Food	\$50
On Site Food	\$20
Departure Taxes	\$28.35
Vehicle Rental	\$187
Fuel	\$50
Miscellaneous	\$50
TOTAL	\$1,210.35

Explanation:

- Airfare - the cost is \$704 per roundtrip tickit plus \$79 taxes.
- Lima Housing - \$10 per person per night for 3 nights.
- On Site Housing - \$3 per person per night for 4 nights.
- Lima Food - \$10 per person per meal for 5 meals.
- On Site Food - \$2 per person per meal for 10 meals.
- Departure Taxes - Peruvian Government requirement.
- Transportation - \$100 per vehicle per day for 3 vehicles for 5 days. Divided by 8 team members.
- Fuel - \$100 per vehicle. Divided by 8 team members.
- Miscellaneous - for breakfast foods, travelling supplies, and unexpected costs.

Payment Plan

- *if paying full price
- Feb. 15 - \$300 due
- March 15 - \$300 due
- April 15 - \$300 due
- May 15 - \$300 due

REAP // sample post trip budget balance

<i>Date</i>	<i>Soles</i>	<i>USD</i>	<i>Description</i>	<i>Receipt</i>
16-Mar			\$120 Lima Housing	yes
16-Mar			\$230 Mtn. Food - Reimbursement	yes
16-Mar	20		\$5.83 Taxi fare	no
16-Mar	10		\$2.91 Parking fee	no
16-Mar	100		\$29.15 Lynne loan	no
16-Mar	39.5		\$11.97 Lunch in Lima	yes
16-Mar	15.4		\$4.49 Lunch in Lima	yes
16-Mar	7.5		\$2.19 Toll	yes
16-Mar	7.5		\$2.19 Toll	yes
16-Mar	3		\$0.87 Toll	yes
16-Mar	7.5		\$2.19 Toll	yes
16-Mar	119		\$34.69 Fuel	yes
16-Mar	130		\$37.90 Fuel	yes
18-Mar	354		\$103.21 Fuel	no
20-Mar	30		\$8.75 Mtn. Lodging	no
20-Mar	250		\$72.89 Food 4 translators/missionaries	yes
20-Mar	3		\$0.87 Toll	yes
21-Mar	500		\$145.77 Lynne loan (passport)	no
21-Mar	30		\$8.75 Parking fee	no
21-Mar	14		\$4.08 Translator snack	no
21-Mar	758		\$220.99 Ryan loan	no
21-Mar	50		\$14.58 Market - peru flag	no
21-Mar			\$30 Taxi fare - to airport	no
18-Mar	138		\$40.23 Huaytara housing	yes
18-Mar	272		\$79.30 Huaytara housing	yes
20-Mar	159		\$46.35 Fuel	yes
20-Mar	157		\$45.77 Fuel	yes
20-Mar	3		\$0.87 Toll	yes
16-Mar	7.5		\$2.19 Toll	yes
19-Mar	7.5		\$2.19 Toll	yes
16-Mar	7.5		\$2.19 Toll	yes
16-Mar	3		\$0.87 Toll	yes
20-Mar	3		\$0.87 Toll	yes
21-Mar	80		\$23.32 Lima Dinner	no
21-Mar	274.4		\$80.00 Lunch 4 missionaries/trans.	no
15-Mar	7		\$2.04 Airport Parking Fee	yes
22-Mar	10.5		\$3.06 Laundry	no
21-Mar	162		\$47.23 Lima Housing	yes
21-Mar			\$1,434.68 Vehicle Rental	yes
			\$271.00 Misc. Expenses / Varied exchange rates	no
Total			\$3,176.43	
Cash (unspent)			\$273.48	