Instructions for Cardholder

Follow the steps below to request that additional funds be added to your Mission Card. Steps one through seven are applicable to all cardholders.

1. Go to www.redcross.org/prepaidcard to review your spending history and to obtain your current balance.
2. Review how you have spent Red Cross funds for:
	1. Travel to the operation and privately owned vehicle (POV) charges (if any);
	2. Transportation expenses while on the operation;
	3. Meals and approved incidentals;
	4. Personal phone/tablet expenses (if any);
	5. Authorized expenses for local volunteer meals or supplies.
3. Organize required original receipts for single items of $35 or more and provide to Staff Services on the disaster operation. Print your name, Volunteer Connection number and DR number on each receipt.
4. Complete Section A, and either B or C below, based on the type of Mission Card. (Click in Last Name box, type Last Name, then press tab to advance to the next box. Click in the check-boxes to mark the appropriate line.)
5. Save the form with the file name: Reload DR XXX and your last name and first initial (Example: Reload DR 212 SmithN).
6. Open a new email:
	1. In the To line, type: disaster.staffcardreloads@redcross.org.
	2. In the Subject line, type: Reload DR XXX;
	3. Attach the form to the email and click send.
7. You will receive an email response within two - four hours. If you have questions, contact Staff Services on your relief operation.
8. Mission Cards are reloaded Monday through Friday, between 8:00 a.m. and 8:00pm ET. If your request is outside these hours, it will be reloaded the next day or on Monday, if over the weekend. If you don’t have enough funds for the weekend, please contact Staff Services on the disaster operation for support.

**A. Cardholder Information**

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Last Name, First Name *(As in Volunteer Connection)* DR/Incident # Proxy Card # Card #

E-Mail Address (used on assignment) Date Arrived on DR/Incident Phone # (while on assignment)

 Or Date of Last Reload

# Of Additional Days on the DR Supervisor’s Name Supervisor’s Phone #

B. MDA Mission Card

Please check and complete *all* that apply to you:

[ ]  I traveled to the operation by [ ]  Air [ ]  Red Cross Vehicle [ ]  Rental Car [ ]  Other

 If by air, enter the total cost of transportation from home of record to airport and return:

 If by air, enter the cost of **one** checked bag to and from the disaster operation, if applicable:

[ ]  Enter the total amount of funds spent on meals, tips, laundry, bank fees, tolls, taxis:

[ ]  Enter the total amount of funds spent on rental car fuel:

[ ]  Enter the total amount spent on any emergency supplies and/or volunteer meals up to $50:

[ ]  Enter the cost of emergency one night lodging if stranded while traveling to or from your assignment, if applicable:

[ ]  Based on your plan and personal cell phone use on the disaster operation, IF needed, enter up to $30.00:

 **Total Expenses:**

C. M&T Mission Card

Please check *all* that apply to you:

[ ]  I have POV Mileage. # Miles/1 Way:       # Days Worked:       (#MilesX2X#DaysX$.14)=

[ ]  Enter total amount spent on fuel for DR Rental Car. Enter Amount:

[ ]  Enter total amount spent for meals (Max $11 X #Days) Enter Amount:

For National Headquarters Disaster Staffing Only:

Date Reloaded:       Time Reloaded:       Date/Time Notification sent to Volunteer:

Amount reloaded:       Re-loader Name:

Enter reload details below: (example Reloaded for 6 days MDA + Reimbursed for Fuel $$ + personal Phone use $$)