



Providing HOPE, Proclaiming LIFE, Promoting TRANSFORMATION

A QUICK LOOK AT IMPORTANT TRIP INFORMATION:

The information in this document is written from a US perspective

Please contact us at 1-844-773-8767 or by emailing our Travel Department, at travel@petrosnetwork.org

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STEPS FOR SUCCESS

Thank you for your interest in traveling with Petros Network. Outlined below are a few important “first steps” as you begin preparing for a Petros Network Africalmact trip. We highly recommend you read our Trip Guide to gain a complete understanding of trip details. You will be responsible for understanding all of the information in our guide, and it will help you to have the best experience on your African adventure. You may receive a complete guide by calling our offices at 503-245-7735 or by emailing our travel department at travel@petrosnetwork.org.

Step 1: Select a Trip

Whether you are a spiritual leader, medical professional, engineer, construction worker, educator or a cause-driven humanitarian wanting to help, we invite you to consider participating in one of Petros Network’s trips to:

1. Ethiopia (Oromia Region),
2. Eastern Ethiopia (Dire Dawa and Harar),
3. Southern Ethiopia (Borana),
4. South Sudan (Torit or Juba),
5. Uganda (Mbale or Kakoro)

You can also go to <http://petrosnetwork.org/find-a-trip> to see all upcoming trips throughout the year.

Step 2: Complete An Online Application

Team members must complete an online application for consideration of an upcoming trip. Links to our application can be found on the Petros Network trip website at <http://petrosnetwork.org/trips/>

When you begin the online application you will be asked to create a login and password. If it is your first time participating in a trip with us you will be asked to complete a full application. If you have been on a trip before, and have previously completed an online application, you will be asked to review and update critical information only.

Submitting an application helps us to get to know you, and also opens an important online account that allows you to:

- Manage trip information, balances, and online fundraising tools 24/7,
- Store travel documents/itineraries in one place,
- View the trip calendar and be aware of important deadlines,
- Download important documents required for your trip, and
- Communicate with team leaders and our travel office

Once your application is approved we will build your trip budget and post it to your account. You, and friends and family, can make tax-deductible trip payments by credit card or echeck through the online portal or by mailing your payments to Petros Network. Because our trip budgets are so tight, please be aware we will have to take deductions to your balance for credit card fees.

Step 3: Submit a Trip Deposit of \$350 USD

Once your application has been received it will be reviewed by your local team leader or by Petros Network staff within 24 hours. When your application has been approved you can solidify your spot by submitting a \$350 non-refundable deposit through your online trip account. This secures your spot on the team.

Initial deposits and applications are due at least three months before the departure date of a trip. Trip balances and completed documentation are required 60 days before the start of your trip. Please see our cancellation policy regarding fees and refunds.

Step 4: Complete / Submit Required Documentation

All required trip documents can be found in the document section of your Petros Network trip account. Each traveler must complete:

1. A Medical Release
2. A Liability Release
3. A Talent Release
4. A Background Check Authorization
5. A Financial Agreement
6. Minor authorization(s), if needed

Signed documents can be sent to your Trip Leader or directly to Petros Network at travel@petrosnetwork.org. Participants must sign all releases to be included on the trip. Please be aware if minors are traveling with us they will have additional paperwork.

For a trip file to be complete, you must send a photocopy of your passport, any medical licenses (if pertinent) and a copy of your trip itinerary (if your team is booking their own airfare). These documents can be sent to your trip leader or directly to Petros Network at travel@petrosnetwork.org.

Step 5: Secure Your Passport

A valid passport is required to travel to Africa. Here is a quick checklist for a valid US passport:

- Your passport has the correct full legal name on it. (If your name has changed for any reason, the name on record with the social security office must match your passport.)
- Your passport has at least 3 blank pages for visa purposes.
- Your passport does not expire for at least 6 months from departure date.

If all 3 items are not checked, it is imperative you begin the process to obtain/update your passport.

If You Have Never Had a Passport or You Need to Renew Your Passport

- If you are applying for a passport for the first time or renewing your passport, we recommend you start here: <http://travel.state.gov/content/passports/en/passports/first-time.html>
- This link takes you to a simple questionnaire to help you understand the process, determine your fees and required documentation/support materials: http://travel.state.gov/passport/forms/forms_847.html.

- Regular processing time to obtain a passport is about 6 weeks. You can expedite your passport for additional fees but we strongly encourage you to begin this process well before your trip.

If You Have Applied, Have Concerns or Want to Check on Your Passport

- If you have concerns about your passport or the process please contact the National Passport Information Center at <https://travel.state.gov/content/travel/en/contact-us/passports.html>. You can also speak directly with a Customer Service Representative at 1-877-487-2778.
- Once you have applied for your passport, you can track the progress online at: <https://passportstatus.state.gov>

Step 6: Determine If You Need A Visa

Please review the Visa process below for each country you are traveling. Although securing a VISA prior to the trip is not necessary for every country, you can expedite your entry into Ethiopia, Uganda, or South Sudan by obtaining a Visa before leaving the U.S.

To obtain a Visa while in the US you will need the following:

- A completed and signed application form
- A valid U.S. passport
- One passport-type photograph
- A copy of your round-trip airline ticket or itinerary

Passports issued by other countries other than the U.S. may require Visas for entrance to the African communities we serve. Please be aware of your particular requirements.

Ethiopia

Ethiopian tourist Visas (one month or three month, single entry) is available to U.S. citizens upon arrival at Bole International Airport in Addis Ababa. The current fee for a three-month tourist visa is \$50 USD. Please carry the correct denominations with you as custom agents are unable to offer change. Prior to your departure we will provide all of the information you will need to get your Visa immediately after you land in Ethiopia. For more information: <http://ethiopia.travisa.com>

Uganda

The current fee for a three-month tourist visa obtained upon arrival at Entebbe Airport is \$50. Please carry the correct denominations with you as custom agents are unable to offer change. For more information: <http://uganda.travisa.com>

South Sudan

Visas must be acquired prior to traveling to South Sudan. Petros Network will provide an invitation letter to assist with your Visa application. Because an invitation letter is required to obtain a Visa for South Sudan, it is important you let us know of your intention to participate in a team as early as possible. For more information: <http://south-sudan.travisa.com>

Step 7: Consider Health Concerns / Immunizations

Each team member should discuss his/her own personal health history and vaccinations with a health care professional. It is recommended that you seek medical advice concerning vaccinations at least six weeks prior to travel. Some vaccinations require an initial shot followed by a booster, and some vaccinations should not be given together.

Your primary care physician should be able to administer most of the recommended vaccinations, and it is common for many of these shots/prescriptions to be covered by your health care plan. We recommend you call in advance of your appointment to verify they have the vaccinations on hand. For example, an office may not have a polio booster on hand, but they should be able to order it for your specific appointment.

Although we have never been asked for our yellow immunization cards, it is HIGHLY RECOMMENDED you carry it with your passport when traveling to any of the countries we serve in. When inquiring about your required vaccinations pay close attention to any requirements for the yellow fever vaccination.

It is common for a physician's office to not administer the Yellow Fever vaccination, since it is a live-virus vaccination. It is most commonly obtained at a travel clinic. There are travel clinics in nearly every city. You can find more information on travel clinics in your area through the Centers for Disease Control and Prevention. (<http://wwwnc.cdc.gov/travel/page/find-clinic>)

Required Vaccination Recommendations Are Available Online

You can personally review vaccination-related entry requirements and recommendations for Ethiopia, South Sudan and Uganda on the U.S. Centers for Disease Control and Prevention web site at: wwwnc.cdc.gov/travel/destinations/list

Anti-Malaria Medication Is Required in Some Countries

Not all of our outreach locations require malaria medication. However, it is the responsibility of the traveler to determine if Anti-Malaria medication is need or not. Please consult with your primary care physician.

If Malari medications is required Petros Network recommends one of the two listed below. For further details on these medications and their side effects, please connect with a travel clinician or your physician.

- Malarone: a daily pill, most common possible side effects include nausea and headaches. Dosage begins 2 days before travel and continues 7 days after return.
- Doxycycline: a daily pill, most common possible side effects include nausea and increased sensitivity to sun. Dosage begins 2 days before travel and continues 30 days after return.
- Larium is a weekly anti-malarial medication that has neuropsychiatric effects (it can cause vivid nightmares, hallucinations, and dreaming). It is not recommended.

Other Important Medications To Consider

Petros Network recommends purchasing Imodium and requesting a prescription for Ciprofloxacin (an antibiotic) in case you get traveler's diarrhea. Some travelers may choose to take a probiotic supplement throughout their trip to improve their gut health. A probiotic may help prevent an upset digestive system and can be found in most major drugstores or supermarkets.

In preparation for your trip, you want to be feeling your best. Consider the fact that you will cross 10 time zones and your body will feel this! Consider a multiple vitamin, if you don't already take one. Vitamin D is always a good idea and probiotic started 2-4 weeks before travel will help with all of the unfamiliar (though not necessarily harmful) bacteria that can be encountered. There are many sources listed regarding other medications to take. (ie Cipro for travelers' diarrhea, anti-diarrheal medications and stool softeners, basic pain relievers, sleep aids, sunscreen and basic first aid items.)

Step 8: Secure Your Airfare

Airfare can vary according to the season and typically runs around \$1,350 to \$1,600 USD to Ethiopia and up to \$2,100 if you choose two locations such as Ethiopia and South Sudan. Prior to booking ANY travel arrangements you must complete your Petros Network Trip Application and pay the \$350 deposit to participate in "team bookings" or "individual bookings" for your trip.

Booking Group Airfare

Petros Network staff does work with a travel agent that will assist in booking your trip. We highly recommend using our travel agent to insure your flight arrives and departs on time. Any fluctuations from our scheduled itinerary may result in additional charges. Petros Network encourages trip participants to travel in teams. This helps us insure safer travel, manage transportation needs once in country and build unity among team members.

Booking Your Own Flight

Trip participants may choose to book their own airfare. We do require team members who secure their own airfare to: (1) book their trip to be in-country in time to participate in the first orientation team meeting, and (2) provide Petros Network with a copy of your flight itinerary once your flight is booked. Booking directly rather than going through Petros Network's travel agency does allow travelers to use points, special promotions, coordinate other business travel, etc. However, you will be responsible to pay for additional transportation or lodging if you book your airfare outside of our scheduled itinerary. Please remember when booking your trip, airfare can fluctuate significantly from day to day.

What About Luggage?

Leave the Louis Vuitton at home! If you think the trip is long and hard for you, your bags will really have a journey. If watching out the window of the plane as the TSA agents manhandle your stuff isn't hard enough, wait until you see them tossed atop a Land Cruiser in dusty South Sudan or Ethiopia! For securing zippers on older bags, zip-ties are great. We HIGHLY recommend travelers purchase a TSA Certified luggage lock for your checked bags. This helps to secure your luggage while in transit and it reduces opportunities for theft in your hotel room. You can purchase a lock through Amazon [HERE](#).

Typically, two 50-pound suitcases can be checked into your flight and you may carry one carry-on bag along with a backpack, purse or computer bag. You should include in your carry-on a clean change of clothes and personal items in case your luggage does not reach our intended destination.

We encourage trip participants to use only one checked piece of luggage allowing Petros Network to use the second piece to transport needed support items for the trip. If you are unable to do this, please contact us as soon as possible so we can arrange to have materials transported by other team members. Typically you are asked to transport clothing for orphans, medical supplies, etc.

Step 9: Pay Your Ground Fees

Petros Network Ground Fees include all ground expenses from the time you land in country until you depart the Petros Network group. Ground Fees vary according to the country and season of travel and typically average from \$1,000 - \$1,850 USD including the \$350 USD non-refundable deposit. Ground fees can be paid by mailing a check to Petros Network or online through your personal trip account. Ground Fees should be paid two months (60 days) prior to your trip.

What Is Included In Ground Fees

- Transportation to and from the Ethiopian, South Sudanese or Ugandan airport and the designated hotel or guest house. Most countries require a 4-hour drive from airport to destination.
- Transportation while in country for ministry and for sightseeing as a group
- All group meals, snacks and beverages while on location in country
- Typically, we will enjoy an authentic local meal arranged at the beginning or end of your trip
- All tips and transfer fees in the hotel, airport and for transportation (auto and bus)
- Hygiene supplies (toilet paper)
- Additional bottled water
- Translators (unless outreach project requires additional translators)
- Local personnel to assist with ministry support
- International Medical Insurance is provided in your ground fees and includes accidental death and dismemberment, medical evacuation and sickness.
- An additional small amount of local currency for small change to use at your discretion. The Petros Network team can exchange money for you at the lowest exchange rate should you desire more money for personal spending.

What Is NOT Included In Ground Fees

- Visa Fees: Visa fees are required for each country you are traveling. You may acquire Visas for \$50 USD once you land in country for Ethiopia and Uganda. Visas must be obtained prior to your trip to South Sudan.
- Money for Souvenirs: You will have opportunity to shop at some local shops, buy coffee, etc., but typically travelers do not spend much. We recommend, in addition to the small amount of local currency you will be provided, to carry an addition \$100 to \$200 U.S. dollars.

Other Miscellaneous Expenses NOT Included In Airfare Or Ground Fees

- Personal vaccinations and medications. These expenses can be submitted to Petros Network for reimbursement if fundraising exceeds actual trip expenses.
- Electrical adapters
- Personal comfort items
- Some project expenses that are beyond the scope of church planting (Check with your team leader to learn about the projects that are included in your particular trip)

Step 10: Consider Trip Cancellation Insurance

Petros Network encourages team members to purchase trip cancellation insurance. There are plan options to pay for trip cancellation insurance which would cover your trip costs (including a plane ticket) should you have to back out of the trip for an unexpected emergency. The cost for Trip Cancellation Insurance is in addition to the price you have been quoted for Ground Fees. This insurance does not cover a change in schedule or heart.

If you would like to purchase this type of insurance please contact the Travel Department. Otherwise, trip participants are liable for all trip expenses Petros Network or your organization/church has secured on your behalf.

Step 11: Register Your Travel With The Smart Traveler Enrollment Program (STEP)

The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

Benefits of Enrolling in STEP:

- Receive important information from the Embassy about safety conditions in your destination country, helping you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in an emergency

We will register US trip participants with STEP and provide the local embassy with your name, trip dates, phone, email address, date of birth and passport information. If you are traveling with us from another country we recommend you investigate the process for your particular country.

You also have the option of creating a personal account so that you are notified of any in-country security issues prior to the trip. We recommend creating your own personal account as well at <https://step.state.gov/STEP/Index.aspx>

Step 12: Prepare Your Heart and Mind for What God Has For You On This Trip!

Please be sure you read the Petros Network Trip Guide from beginning to end to understand all of the details of your upcoming trip. In the Trip Guide you will learn about packing lists, electrical concerns, exchanging money, and more!

Preparing for a trip goes beyond travel logistics to preparation of your heart and mind. There are many spiritual components to this trip whether it be engaging the nationals or interacting with team members. Over the years we have seen trip participants deeply impacted by their experience with us.

We invite you to read the book [When Helping Hurts: How to Alleviate Poverty Without Hurting the Poor ... and Yourself](#) by Steve Corbett and Brian Fikert to give you a better understanding how to serve on a Petros Network trip.