

Travel Planning Guide

Timeline

1. Contact Companion Congregation Coordinator(s) to develop travel plans, itinerary, and schedules at least twelve months ahead of a planned trip. CCCs coordinate arrangements for many travel groups within the Iringa region and Bega Kwa Bega asks that all groups be respectful of the impact a large number of visitors at one time will have on the resources and accommodations available; please be flexible in your plans.
2. Six to nine months prior to departure, with firm commitments from travelers, begin to access air flight tickets. Whenever possible, it is advisable that groups travel together, arriving and departing on the same flights, to streamline transportation between Iringa and Dar es Salaam. Travelers are advised to check their air carrier for the latest information on luggage restrictions.
3. Once air tickets have been obtained, work with CCCs to develop itinerary and to reserve in country lodging accommodations. CCCs will ensure that both Bega Kwa Bega as well as the Head Office of the Iringa Diocese are aware of plans.
4. Hold meetings monthly for at least six to nine months prior to departure. This is critical for group building and camaraderie, for raising cultural awareness and question and answer times. Feel free to invite experienced travelers to present various issues and to answer questions from group participants.
5. Within the group, determine responsibility roles so that the trip leader has more freedom to be available for immediate decision making. For the sake of efficiency, it is important to have one person be the designated treasurer to pay for group expenses (lodging, many meals, transportation, gifts).

Travel Documents

1. Passport must be valid for at least six months from entry into the country
2. Visa may be obtained from either of two locations in USA for visa applications. Use <http://www.tanzaniaembassy-us.org/index.html> and follow instructions for application forms.
 - United Republic of Tanzania
1232 22nd St NW
Washington, D.C. 20037
 - United Republic of Tanzania – UN
201 E. 42nd Street, Suite 1700
New York, NY 10017
 - Contact Greg Triplett at Greg.Triplett@spas-elca.org to provide a letter of invitation for the group, which is required with the visa application. Use as your in

country address: Don and Eunice Fultz, P.O. Box 511, Iringa, Tanzania. List the purpose of your travel as Mission. Please note that the visa application requires specific information regarding the funds available for the trip, airline ticketing information, etc.

- Visas may also be obtained at the Tanzanian port of entry. Port of entry visa access requires extra time spent at the airport upon arrival, especially for groups, prior to luggage and customs. We do not recommend this option except for individuals or very small groups.
- Cost: \$100

Health and Immunizations

Use an international health clinic or your local clinic for an evaluation and consultation. Bring your health history for verification of immunizations required on an individual basis. International health clinics always have the latest requirements regarding immunizations. The clinic will provide a yellow card with a record of immunizations; be sure to carry this with your passport during your travel.

Itinerary Development

Consult with Companion Congregation Coordinators for advice and assistance.

BKB will arrange transport, accommodations, and a sample itinerary. Recommended Iringa Diocese sites to visit include your partner parish, Diocese Head Office and Kindergarten, Tumaini University, Huruma Orphanage, Secondary Schools, Ilula Hospital, Water projects, Agricultural Institute demonstration plots, Iringa Market, Isimila Stone Age Site, Tanzanian homes for a family meal. The itinerary is tailored to each congregational group.

Expense Guidelines

- Traveler Fund Contribution: Travelers contribute \$100 per person to the Saint Paul Area Synod Companion Congregation Traveler Fund. Contributions are used to defray BKB administrative costs.
- Airfare: arranged by each group
- Ground transportation can be arranged by CCCs
 - Vehicle to/from airport and lodging in Dar if provided by FPCT/TEC: \$20 per vehicle plus \$5 tip to driver
 - Coaster/bus, accommodates 15-18, to/around Iringa: \$250 per day includes driver, via Tatanca Travel, payable in US dollars
 - Smaller van/bus, accommodates 7, to/around Iringa: \$220 per day, includes driver, via Tatanca Travel; payable in US dollars
 - Gratuity for coaster/bus/van driver: \$75, to be paid at the end of the trip in US dollars; group also covers driver expenses for meals and lodging when outside of Iringa

- BKB vehicle, accommodates up to 6: \$0.15/km/person; estimate of \$150 to \$200 per person for a typical trip
- Lodging
 - Free Pentecostal Church of Tanzania Hostel (FPCT), Dar es Salaam: 25,000 TSH per person per day, includes breakfast
 - TEC Hostel, Dar es Salaam: \$20 per person, includes breakfast
 - The Lutheran Center, Iringa: \$20 per person, includes breakfast; lodging is payable in US dollars while additional meals are payable in Tanzanian Shillings
 - Village home stays: generally, \$15 per person per day, includes meals; be sure to count driver, interpreter and any other guests; money is usually disbursed to the congregation in advance to allow for the purchase of supplies
 - At certain times of the year, the large number of visitors to the Iringa area may make it necessary for some visitors to be lodged in places other than The Lutheran Center. Arrangements may be made to stay at Mlandege Guesthouse and/or the Kihesa Life Skills Center, each of which are owned by DIRA congregations, and have approximately comparable fees.
- Meals
 - Tanzanian home hosts (including BKB office or DIRA staff): \$20 - \$30 for a group of ten and under, proportionately more for larger groups; please ask BKB staff or CCCs for advice if you have questions about an appropriate amount.
 - Iringa restaurants: midday and evening meals can be obtained for a range of \$10-\$15 per person per day
 - Meals at The Lutheran Center are payable in Tanzanian Shillings
 - Be sure to include drivers, interpreters and guests
- Safari
 - Ruaha/ Mwangusi Camp: approximately \$265 per person per day includes lodging, meals, game drives, park entry fees; beverages and gratuity not included
 - Ruaha/ River Lodge: approximately \$225 per person per day includes, lodging, meals, game drives, park entry fees; a 30% down payment for reservations made 30 days in advance is required
 - Safari expenses can be paid in US dollars (preferred) or Tanzanian Shillings
 - Travel groups pay the expenses for guests from their companion congregation and for interpreter if needed
- Gratuities
 - Driver: \$75 at the end of the trip

- Interpreter: \$50 for a 2-3 day village visit; for longer visits, please consult BKB and/or Dean Gavile for an appropriate amount
- The Lutheran Center staff: \$5 to \$10 per person per stay; give to manager to be distributed among staff
- Monetary Gifts
 - Parish Gift: at least \$10 per group member
 - Companion Congregation Gift: individualized per congregation

Currency

Tanzanian banks are not accepting US currency dated before 2003. It is imperative that travelers carry their funds in denominations of \$50 or \$100 for best rate of exchange, and in bills printed after 2003. The lodging and safari facilities listed here will not accept US currency dated before 2003.

Additional Information

Please consult the following additional Policy and Procedure Documents for planning:

- Cultural Awareness
- Gift Guide

A focus on relationship building continues to ensure positive experiences.