



Disaster Services

Disaster Staff Card “A Cash Debit Card”

You have been assigned to a Disaster Recovery Operation (DRO). If the DRO is to be accounted for as a Chapter DRO you will receive a cash advance and use instructions provided for expensing and vouchering those expenses previously used for all DRO accounting. In the event that you are issued a Disaster Staff Card accounting will be performed by the National American Red Cross (ARC) system. Such issuance may be on departure or after arrival on the DRO. In that event, with some exceptions, you will be required to follow the same generic rules as though you departed with a cash advance. Please note there are changes that may cause you to not be fully reimbursed for all of your incurred expenditures. The following notes have been prepared to assist you: Please read the attached “Disaster Staff Card Brochure” for the official interpretation

Notes:

- *Exceptions: Can not purchase any prohibited item with the card – otherwise you may be required to reimburse ARC when you depart for home after completing your DRO assignment.*
- *You may be required to submit an expense voucher if you have used an ATM for a cash withdrawal that exceeds the Maximum Daily Allowance (MDA) for the number of days you have been assigned to the DRO.*
- *On receipt of the Disaster Staff Card you must provide a unique four digit number for security purposes. This will be required along with the 4 digit PIN number provided by the card issuer to get cash from the ATM.*
- *You will receive a schedule explaining the MDA for each line item of anticipated expenses; this may include an MDA line item for volunteer meals.*

- *You must call to “activate” the Disaster Staff Card before the card can be used – Need the Customer Service 24/7 number.*
- *You must read the “Disaster Staff Card Brochure” instructions – and you must question any item not understood – to do otherwise may cost you money.*

- *Fuel purchases using the Disaster Staff Card will place a “hold” of at least \$30 for one or two days – you must follow instructions outlined in the “Disaster Staff Card Brochure” for fuel purchase greater than \$35.*

- *You may use your Disaster Staff Card to get cash from an ATM – for use during your DRO assignment.*

- *You may also obtain travel checks for use during your DRO assignment after you have received cash from an ATM. Doing this may trigger a requirement to complete a Staff Reimbursement and Travel Expense Report – plan accordingly.*

- *Any use of an ATM to withdraw money will cost \$2.50 (see the bank-fee line item), other vendors accepting the Disaster Staff Card may or may not charge a fee.*

- *All cash left on card will be reclaimed by the American Red Cross 24 hours after return from your DRO assignment. – i.e. use or lose. Note: this may require the return of undocumented dollars greater than MDA items as well as any non-authorized items charged to the card – see list on brochure.*