

Missionary Travel Association

1511 N. West Shore Blvd.
Suite 650
Tampa FL 33607
Tel: (352) 678-5885

Email to: MTAservices@gowithmta.com

REQUIRED ⇨
"X" ONE

Missions INTERNATIONAL

Missions Home/Domestic

COI: Church/Organization/Individual Name:	Church/Organization/Individual Name	ID Number
Church/Organization/Individual Contact PERSON:	Contact Person	
Church/Organization/Individual Street Address:	Address	
Church/Organization/Individual:	Phone	City State ZipCode
Church/Organization/Individual:	EMAIL to receive all documents	Country
Team Name:	Team Name	
Team Leader [Going on the Mission trip]:	Team Leader	
Team Leader Information:	Email	Phone

Destination City(s):

Destination Country(s):

Travel Start Date:

Travel End Date:

**To ADD the Optional Cancellation and Interruption Coverage
please "X" the box under "Add C&I"
C&I cost is \$4.00 per trip day**

ID #	First	MI	Last	Email - not required	Birthdate	Passport #	Beneficiary - not required	Add C&I

Excel Registration Form Instructions

[The COI Registrar is Encouraged to use the Online Registration]
The Excel Registration Form is useful when the COI has a very large team
That has a limited number of members with a Member ID#

When completed **email the Excel as an attachment in the original format to mailto: MTAservices@gowithmta.com**
[do not send as a Cloud document or change that format]

1. Enter all dates as [example]: 8/4/2011
2. COI ID#: a new COI will not have one... leave blank... one will be assigned for future use.
3. COI Information: Name, Contact Person, Address, Phone, City, State, Zip Code, Email, Country
 - a. Changes to the COI's information must be requested by the COI to MTA
4. Team Information: Team Name, Team Leader, Email, Phone
5. Trip Information: Mark 'X' International or Home/Domestic Trip, Destination City, Destination Country, Departure Date, Return Date
 - a. If you mission trip will be in more than one city or country
 - i. Please list cities [example]: Buffalo, Toronto, etc.
 - ii. Please list countries [example]: USA, Canada
6. **List All members who are wanting MTA Coverage on the mission trip**
 - a. Member ID#: a new member will not have one... leave blank... one will be assigned for future use.
 - b. Required: First & Last Name, Date of Birth
 - c. To add the Optional Cancellation and Interruption Coverage:
 - i. Please 'X' the cell under "Add C&I"
 - d. Passport #: requested for INTERNATIONAL mission trips [needed if member needs help]
 - e. Not required:
 - i. Member's email
 - ii. Beneficiary: if a name is not provided the database will automatically insert 'Estate'