



# Authorized Volunteer Packer Reimbursement Procedures

This reimbursement policy also applies to volunteers hauling pack stock, kitchen/tool trailers and truckloads of project materials, tools and equipment.

Volunteer crew leaders may complete the Packer Reimbursement Request form(s) for their group's projects but must receive prior approval from the Regional Rep before distributing to the authorized volunteer.

PCTA's accounting department will verify all receipts have been received and send an email copy of the Packer Reimbursement Request to the Regional Rep. Regional Reps must approve each Packer Reimbursement Request before a payment is processed.

## **PCTA's Regional Representative:**

1. Complete one Packer Reimbursement Request form per authorized volunteer packer. Fill in the authorized volunteer's name, maximum amount authorized for incidental expenses, and complete the box in the upper right hand corner of the reimbursement form with the following information:
  - a. Volunteer group/corps crew/region
  - b. Project name
  - c. Date(s) of the project
  - d. Grant code where the project is to be charged
2. Either email the form to the authorized volunteer(s) or print it out for the authorized volunteer(s) to handwrite their expenses directly on the form. Each volunteer must receive their form prior to travel to be authorized for this reimbursement program.

## **Volunteer Packer:**

1. After the project, complete the remainder of the form with the following information:
  - a. Address where the check should be mailed
  - b. Date(s) of travel
  - c. Allowable per diem dollar amount for each meal not provided by the trail crew.
  - d. Number of miles traveled. (The spreadsheet will calculate the dollar value at \$0.80 per mile.)
  - e. List any pre-approved incidental expenses up to the maximum authorized amount, one item per line, such as feed for livestock, propane, hay, and other supplies. **Receipts are required.**

*For items purchased in bulk, a volunteer packer may submit a reimbursement request at the end of the regular work season (by October 31<sup>st</sup>) to cover the portion used for PCTA business. A **receipt is required** as well as a description of the quantity used and for which PCTA projects. Example: You purchase 100 bales of hay for your farm at \$5 per bale for a total cost of \$500. You use 10 bales on a PCTA project in June, five in August, and 15 in September. You submit a seasonal reimbursement request for \$80 (30 bales at \$5 each).*
  - f. Briefly describe the purchase (ex. Travel to/from XYZ project in the ABC Forest)
  - g. Sign and date the form
  - h. Staple receipts to the back of the form and mail the completed reimbursement form with receipts to the Sacramento office

- i. Retain a copy of your Packer Reimbursement Request form and receipts
2. If a volunteer would like to donate all or part of their reimbursement to PCTA, complete the box at the bottom of the form that reads, "I would like to donate \$\_\_\_\_\_ of my above reimbursed expenses to PCTA." Sign and date that section of the form. PCTA's accounting department will deduct the donation amount from the reimbursed total. If a donation is made, PCTA will issue the volunteer a letter acknowledging the donation. Donations that come through on volunteer reimbursement forms will be added to the volunteer group's budget for the year. Information about which volunteers donate will be kept confidential.

**Unforeseen Circumstances:**

If there is a significant last minute change in plans due to unforeseen circumstances that will affect volunteer packer reimbursement, please try to contact the Regional Rep or Trail Operations Manager to inform them of the situation. If the Rep or Trail Operations Manager is not available, please leave them a voice mail message explaining the situation, and then proceed with the project and the new arrangements. Immediately after the project, follow up with the Regional Rep. PCTA understands that last minute unforeseen events happen and that projects change, and to the extent possible, will accommodate volunteer packer reimbursement in these situations.