

Pacific Crest Trail Association

Volunteer Expense Reimbursement Policy

The purpose of this policy is to outline the expense categories and specific expenses that it is Pacific Crest Trail Association's (PCTA) policy to reimburse to individual volunteers and volunteer-based PCTA crews. All reimbursements must both comply with the policy and be drawn against program- or project-specific funds budgeted by PCTA. 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. **All reimbursement requests must be accompanied by receipts and must be submitted within 30 days of a project or training.**

Tools & Equipment

What Is It? Any tool and equipment purchases

Examples: McLeods, Pulaskis, chain saws, PPE

Expendable Supplies (including food)

What Is It? Consumable supplies that "get used up"

Examples: Food for volunteers during work projects, paper plates, paper, postage, and office supplies, saw blades, replacement handles, bar oil/grease, expenses for repair tools and sharpening saws.

Special Note: Although volunteers rarely submit for reimbursement for restaurant meals, when doing so please be sure to submit both the credit card receipt and the detailed receipt showing the actual food and beverages purchased.

Trail Crew Travel

Please refer to the PCTA's Trailwide Volunteer Packer Reimbursement Program and Procedures documents

What Is It? Pre-approved mileage related to transporting equipment or stock to the trailhead for work

Examples: Reimbursement for gas expenses for hauling tool trailers, stock, or base camp/kitchen equipment

Training

What Is It? Expenses related to attending or conducting training

Examples: Enrolment and tuition for First Aid classes, textbooks, mannequin rental for conducting a CPR class. Facility rental fees, instructor fees, food and other supplies purchased for training course

Special Note: When requesting reimbursement for attending training, a copy of certification cards must be included with the reimbursement form