

# Pacific Crest Trail Association

## Volunteer Instructor Reimbursement Policy

The purpose of this policy is to outline specific expenses that it is Pacific Crest Trail Association's (PCTA) policy to reimburse to individual Volunteer Instructors. 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.**

PCTA requires Volunteer Instructors to travel above and beyond the scope of an average volunteer performing trail maintenance functions to conduct sawyer and medical trainings. As such Volunteer Instructors are eligible for reimbursement beyond those allowed to average volunteers.

Volunteer Instructors are eligible to be reimbursed for travel expenses including meals, lodging, mileage, and transportation in accordance with PCTA's Travel Guidelines. When submitting reimbursement for restaurant meals, please be sure to submit both the credit card receipt and the detailed receipt showing the actual food and beverages purchased.

Volunteer Instructors transporting tool trailers or unusually large amounts of tools and equipment are eligible to be reimbursed for travel mileage at a higher rate in accordance with PCTA's Volunteer Packer Reimbursement Policy.