

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 (including but not limited to: Volunteer Saw Instructors, Volunteer Saw Evaluators, Volunteer Saw Instructors-in-Training, Volunteer First Aid/CPR Instructors) to travel above and beyond the scope of an average volunteer performing trail maintenance functions to conduct sawyer, medical and other trainings. As such Volunteer Instructors are eligible for reimbursement beyond those allowed to average volunteers. Relevant PCTA program staff, including the local Regional Representative, must be part of the planning and pre-approval of such travel, as they need to help strategize on training resources and approve expenses.

Volunteer Instructors are eligible to be reimbursed for travel expenses including meals, lodging and mileage for trips more than 150 driving miles of residence (one-way), and other 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.

If a Volunteer Instructor does not wish to receive a reimbursement for which they are eligible, they are encouraged to follow the reimbursement process and complete the "Option to donate" portion of the Reimbursement Form. This allows PCTA to document all program expenses.