

## The Mountaineers Volunteer Travel Reimbursement Policy

Volunteers are encouraged to donate their time and personal travel expenses whenever they can; however, we recognize situations where frequent and long travel can become a burden.

### Guidelines for travel reimbursement

- When providing a service that we might normally hire out or be commercially provided, such as hauling supplies or equipment; mileage may be reimbursed for use of personal vehicles related to performing the service at the established volunteer rate.
- For administrative work where the expense is a burden to the volunteer for long drives, such as board meetings and committee meetings. The Mountaineers encourage those that can absorb the cost to take advantage of the IRS deductible costs of operating an automobile for charitable purposes. Where the expense is a continued burden, The Mountaineers will allow mileage reimbursement at the established volunteer rate.
- No reimbursement is allowed for driving to the trailhead, for driving as a volunteer to lead a field trip, etc.
- The reimbursement rate will be \$.24 per mile and will be reviewed annually by the Managing Committee based on financial performance of The Mountaineers and fixed and variable cost of operating an automobile.
- Approval must come from the sponsoring committee and branch, which budgets for and pays out the reimbursement in accordance with standard expense approval practices.
- Recipient must submit appropriate mileage expense report to respective committee or branch.
- Mileage claims should be supported by a daily mileage log showing date, mileage, purpose; or a printed copy of Google (or similar) map from point to point identifying the distance.
- Bridge and highway tolls, parking charges, or other out of pocket expenses not related to mileage will be reimbursed at the incurred charge, a receipt is generally required for documentation.
- In the event we rent vehicles for providing a service for The Mountaineers; both the rental cost and gas used for the rental vehicle will be reimbursed to the volunteer purchasing, or paid directly to the vendor.

*The Mountaineers is a 501(c)(3) nonprofit organization. The cost of operating an automobile for charitable purposes is tax deductible to the extent allowed by law.*