

# **REIMBURSEMENT POLICY**

**Current Effective Date 01-01-2012**

I cannot and will not write a policy that will cover every situation. This Policy is written for a reasonable, fiscally responsible and prudent person. If something in this policy gives you pause that something might not be reimbursed, please ask before incurring the expense.

Any expenditure not specifically authorized under this policy may not be reimbursed. To be sure that you will be reimbursed, ask Fred or Believer before you commit the funds for anything not specifically authorized.

An overriding concern within this Policy is reasonableness. Just because something is listed as reimbursable does not mean that it is reasonable given the facts and circumstances of the situation.

**IMPORTANT:** Effective 01/01/2012, reimbursement requests received more than 45 days after an event will not be reimbursed. Please note, it states “received” not “Postmarked.” Please allow enough time to the request to work its way through the mail system.

## **TERMS & GUIDELINES**

### Instructor

Instructor means a full instructor (often called a Red Hat).

### IIT

IIT means an Instructor-In-Training (often called an Orange Hat).

An IIT can receive gasoline reimbursement using Method #1 and can be included in the Instructor Meal Reimbursement.

Volunteer Instructors and other Instructors (including IITs) not on the Instructor Schedule are not eligible for reimbursement.

### RWVA

RWVA in the context of this policy is not the body of volunteers. RWVA in the context of this policy are the people who have been given responsibility to make decisions for and legally bind RWVA. Currently, with regard to reimbursement issues, that is Fred and Believer.

There is a Reimbursement Board that contains all official guidance with regard to reimbursement issues. Please do not rely on comments made by other instructors as “fact” without checking the “facts” out on the Reimbursement Board.

### Reasonableness

I cannot and will not write a definition for the term reasonableness. I can only try to convey the intent of RWVA of what reasonableness is and provide guidelines. In fact, no entity has truly ever been able to provide a definition of the word.

The standard that RWVA will employ for reasonableness is “What would a Prudent, Fiscally Responsible person, independent to the situation think?”

Reasonableness is in regard to Cost versus Benefit of reimbursement (from RWVA’s point of view). I suspect another policy will have to be developed giving guidance to what is reasonableness.

Please understand, it not whether or not you think you can build a case for it, it is what would a Prudent, Fiscally Responsible person, independent to the situation think?

There are a lot of people who will try to build a case for reimbursement because of what is in or not in this policy. If you find yourself trying to doing so, that should be a reason to give you pause about what you are going to do. At this point, please ask

### Accounting Support

Accounting Support is a group of ladies who work for Believer. They are not associated with RWVA. They follow procedures in processing reimbursement forms. If something on the reimbursement form does not follow policy, they are to send a PM requesting additional information. Please do not treat them with disrespect, please do not complain to them, please answer their questions. They have no personal interests other then processing the reimbursement forms as quickly as possible.

### Guidelines

The guidelines are simple, do not spend money and expect RWVA to reimburse if you are not willing to pay that amount yourself.

So if you are cheap in real life, continue to be cheap on the AS Trail. If you live 'high off the hog' in real life, continue to do so, and you can continue to pay for whatever is not 'reasonable' under RWVA guidelines. Either way, both you and RWVA will be happy.

**Expense reimbursements requested without a corresponding receipt will not be reimbursed.**

Expenses for Admin personal must be pre-approved by Fred or Believer.

**Please submit reimbursement forms on 8 ½ X 11 paper.**

## **TRAVEL EXPENSES – APPLESEED EVENTS**

### **Hotels**

RWVA does not provide a separate room for each instructor. 2 to 3 people **(of the same gender)** to a room. Please maximize the room before getting another.

Please be reasonable with the room charges. Stick with Economy motels and such. Expensive rooms at the Hilton will not work. Shoot for the \$50 to \$75 per night range.

An IIT can share a room with an instructor; however, in general, an IIT will not be reimbursed for room charges unless pre-approved by Fred or Believer.

### **Airfare**

Airfare should be kept as low as possible. If you have to travel a couple of extra hours to keep the airfare low, do it. Most flights can be found for between \$200 & \$350. If it gets above that amount, the question needs to be asked “Do I need to go to this Appleseed Event or can it be covered by another instructor?”

Travel reimbursement is for travel actually done on behalf of Appleseed. If you miss a flight, or miss any other obligation, you need to be willing to pay that cost. If requested by Fred to go to a different Appleseed Event and you already have a ticket, RWVA will pay for the cost of both tickets.

IIT's are not eligible for Airfare reimbursement unless specifically approved by either Fred or Believer.

Please note: Airfare is often less expensive than mileage or gas receipts for longer trips. If you do not fly, then longer trips as a volunteer may not be the thing for you.

### **Rental Car**

Economy is the word of the day. Doubling up is the way to go! Four guys in a rental? Great! A larger car is needed and will be reimbursed.

Your Shoot Boss should encourage people to arrive at one airport within 2 -4 hours of each other so that one car can be rented.

Late Return Fees will not be reimbursed without a good reason.

Rental Car Insurance - This is often an item that is covered under your personal vehicle insurance. If it is not, the insurance will be reimbursed as part of the car rental. If driving conditions are rough or if you have a long way to go, RWVA will gladly

reimburse the insurance.

IIT's are not eligible for Rental Car reimbursement unless specifically approved by either Fred or Believer.

## **Gasoline**

### **Method # 1**

Amounts paid for gasoline are allowable for reimbursement.

How does one figure their gasoline reimbursement amount? Fill up your tank before you leave. Now keep the receipts for all the gasoline you buy on the trip and fill up again when you get home. Submit the receipts for fill-ups during the trip and the one when you fill up after you return home. Do not submit the receipt for filling up before you leave. May sound a bit strange, but if you work through the math, you will find that the reimbursement will be correct.

Method #1 is the only reimbursement method available to IITs for gasoline. An Instructor may choose between the two methods.

### **Method # 2**

Gasoline can be reimbursed at a rate of \$0.25 a mile. To record on the Instructor Reimbursement Form or the Shoot Boss Form, please put the dollar amount in the appropriate line and use the notes section to record the mileage.

## **Food**

In general food is not reimbursed. The main exception is the Instructor Meal. This is approved by the shoot boss. If a non-Shoot Boss pays for the meal, the Shoot Boss will need to PM Accounting Support and let him know that another instructor has paid for the meal.

The Instructor Meal was instituted as a means to facilitate a working meeting to discuss and diagnose the Event and fix any issues that came up during the shoot. The meal was never intended to be a reward for volunteering for the event. It is the belief of RWVA that the work of Appleseed is its own reward, not a meal.

The Instructor Meal covers the instructors who are listed on the Instructor Schedule. This means they were approved to be at this shoot. Instructors who simply show up at the event are not covered. The current Instructor Meal Reimbursement Rate is \$15.00 per instructor. The Meal Reimbursement includes ice and water (Gatorade, etc.) provided to the instructors. At times the list changes "on-the-fly" and the official schedule is not updated. In these cases, the Shoot Boss needs to indicate the changes in the "Notes" section of the Shoot Boss form.

Non-instructor volunteers are not covered by this policy, if your shoot requires and administrative person, please get pre-approval for their meal.

The Instructor Meal does not have to occur at a restaurant. Receipts from a store for food purchased will also be reimbursed. The above dollar limit will apply.

Under no circumstances will alcohol be reimbursed and should not be consumed at any RWVA function.

### **Other Items**

RWVA will not reimburse valet parking, valet service, curbside checking of bags, maintenance of vehicles (or repairs) or any other expenses not detailed above.

RWVA will not reimburse other expenditures not contemplated by this policy without prior approval.

Appleseed Event supplies purchased for purposes of the shoot can be reimbursed with Shoot Boss approval. These supplies should be consumables (e.g. staples, targets, etc) not longer life assets (e.g. hammers, staplers, etc.).

Wood for target lines, T-posts and such need to be pre-approved by Fred or Believer.

### **TRAVEL EXPENSES – IBC & RBC**

The above policy is to be followed by Instructors working an IBC or RBC and listed on the Instructor Schedule. The expenses of the participants are not reimbursable.