

11/16/07

Policy on AVP/CA expense reimbursement:

Philosophy: AVP/CA is a volunteer organization and we value being able to say we are an “all-volunteer” organization. While we encourage volunteers to: pay for their own meals, seek alternative or at the least shared overnight accommodations and to car pool or use public transportation whenever possible; we do not want to discourage volunteering by only involving those who can afford to pay these basic expenses. We also acknowledge that different facilitators will have different financial needs in relation to being able to volunteer in distant locations, thus a limited amount of money is budgeted to be available to those involved in initial launching of AVP/CA workshop programs, who need assistance. Once a local group has been established, we invite them to consider the following policy as they take on the responsibility for their program and their facilitators’ expenses.

Any submissions for reimbursement must be approved by the lead facilitator for the workshop and receipts shall be provided for all expenses.

Lodging: \$75/night for a shared room or where no one is available to share, \$37.50 for a person *opting* to have a single room. Seeking hospitality in local homes or donated hotel lodging is recommended.

Food: Maximum- Up to \$30/per day for three meals. Receipts must be submitted.

Transportation: Full payment of economy public ground transportation. Airfare will need to be approved on a specific basis. Carpooling strongly recommended. Individuals carpooling are encouraged to contribute toward driver’s gas.

Mileage reimbursement rate: 14¢/mile

This section of the reimbursement policy is experimental

Lost wages and child care assistance: Though we want to preserve the importance of an “all-volunteer” group of facilitators, in order to expand the diversity of our facilitator base and tap recent parolees, we need to consider the economic differences and be open to the possibility of lost income replacement and child care costs as a necessity. This should be decided on a case-by-case basis with a cap of \$120/day