

Child Advocates- CASA of Red River Volunteer Travel Reimbursement Procedures

Many of our volunteers do a great deal of traveling to meet the needs of and connect with their CASA children. Our agency wants to do all that we can to support these efforts, and we recognize that, at times, it may be necessary to request reimbursement for some expenses associated with your volunteer work. Before you submit any information to our agency, please contact your CASA Supervisor, as they will be the first step in approval of a reimbursement.

Please note: Child Advocates depends upon the generosity of our volunteers and our community to support our collective work. You are never required to request a reimbursement; thus, you are always welcome to consider your mileage and expenses as a gift. Our volunteers are asked to log their mileage and expenses into Optima, this allows Child Advocates to track the incredible gift you give our children through the logs you are already keeping of your visits. No additional paperwork is necessary. **If you would like a certification of your donated mileage for tax purposes, please contact our Program Director, who will be happy to help!**

Frequently Asked Questions

How does mileage reimbursement work?

Child Advocates can reimburse volunteer mileage if the travel is done within our four-county service area of Archer, Clay, Montague and Wichita counties. This reimbursement is at the current IRS allowed rate, **and it's contingent upon a volunteer having provided our agency with a copy of their valid drivers license and proof of insurance PRIOR to traveling on behalf of our agency.*

If you need to travel outside of our service area, Child Advocates will provide you a rental car. You will then be reimbursed for the fuel purchases necessary to return the vehicle. All rental cars must be returned with a full tank of fuel.

If you do not wish or are unable to drive the provided rental car, Child Advocates will reimburse volunteers a flat rate of \$50, along with the fuel costs associated with the trip, if they wish to use their own vehicle.

Receipts must be provided to reimburse for the cost of fuel.

I have an expense, and I need to request reimbursement. Now what?

As stated above, please contact your CASA Supervisor, as they will be the ones to help you begin the process of approving your request, and they must approve the expense.

Once you have contacted your CASA Supervisor, you may use the forms on this page to submit your request. Please fill out each sheet, as all three are necessary to process your request. Please attach all necessary receipts and supporting documentation to ensure your request is processed correctly.

I have read all the information, and I still have questions. Who do I contact?

Please contact your CASA Supervisor, and they will help you find all the answers you need to complete the reimbursement process.