

### Volunteer Reimbursement Policy

Bay Area Cancer Connections (BCC) has, since its inception, been dependent upon the contribution of time and talent from its volunteers, which are vital to the success of the organization and its achievement.

This policy is designed to cover all volunteers while engaged in pre-approved BCC business, including, but not limited to: the Board of Directors, Committee Members, Speakers, and others, as necessary. No reimbursement of expenses incurred by spouses, domestic partners, or guests will be allowed.

When incurring pre-approved reimbursable travel or other business expenses, volunteers are expected to be mindful of expenses. Volunteers are also encouraged to, whenever possible, have a sponsoring organization cover their expenses that are reimbursed to the volunteer from another source.

For reimbursable expenses to be paid or reimbursed by BCC, they must be pre-approved and budgeted for in the current approved budget; they must be properly accounted for on BCC's Expense Reimbursement Form, with the business purpose stated, support documentation provided within sixty (60) days of the date the expense was incurred, and proper approvals obtained; a signed Volunteer Handbook Acknowledgement Form must be on file; and, there must be sufficient funds available to cover expenses.

Local mileage expenses incurred may be reimbursed with prior approval at the IRS standard charitable rate at \$0.14 per mile. *Receipts are not required when using the charitable rate.* If mileage reimbursements are not expensed, BCC encourages our volunteers to keep a log of their mileage and include the total as a deductible charitable expense when they file their taxes. (This deduction is only available to volunteers who itemize.)

For circumstances or special requests that are not reflected in this policy, prior approval by the Executive Director is required. This policy is in place to monitor and control costs associated with BCC's Volunteer Program. Questions related to this policy can be directed to the Executive Director.

Please be aware that this policy and reimbursement rates are subject to change at any time and without notice based on current budget policy and limitations.