Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:	02-ALL-ALL-0511 (FS)		Subject:	Volunte	er Expense Reimbursement
Effective Date:	04/22/96		Last Revision:	03/30/2	023
Person Responsible:	Communications & Community Engagement Manager				
Approvals/Date:	Brentchan	413/23	Stary	Cox	3/31/23
	Superintendent, WCBDD	Date	Department Direct	tor	Date
The following definitions will apply:					
Volunteer – Any person providing assistance to Wood County Board of DD programs and receiving no monetary compensation for the					
assistance.					
Level III Volunteer – A volunteer who has direct contact with individuals/students, but supervisor is present while volunteer is working.					
Level IV Volunteer – A volunteer who has direct contact with individuals/students, but supervisor is not always present while volunteer is					
working, i.e. community friend volunteer, Special Olympics volunteer coach.					
1. The Community Engagement Specialist will inform volunteer of the reimbursement request procedure and limits on expenses at the					
time of placement.					
2. Staff who will be assisted by a Level III volunteer for an activity involving an expense will list the volunteer(s) name(s) on the volunteer					
expense reimbursement request form 03-ALL-ALL-0069. If the name(s) of the volunteer is/are not known at the time the form is completed					
the staff will enter "volunteer" on the number of lines corresponding to the number of volunteers requested.					
3. When possible, tickets will be purchased in advance or at the event so that volunteer(s) will not incur out-of-pocket expenses. When this					
is not an option, the volunteer(s) will pay the event expense. At the conclusion of the activity, staff supervising the volunteer(s) will have the					
volunteer(s) complete the volunteer expense reimbursement form 03-ALL-ALL-0069, which will be provided to the staff in advance by the					
Community Engagement Specialist. The staff will attach the form and the original receipt to the approved volunteer expense					
reimbursement form 03-ALL-ALL-0069 and send to the Community Engagement Specialist within three days of the activity.					
4. Level IV volunteers do not need to request approval in advance. The Level IV Volunteer will submit the volunteer expense					
reimbursement form 03-ALL-ALL-0069 to the Community Engagement Specialist no later than seven days in advance of the planned					
activity. Level IV Volunteers will complete the volunteer expense reimbursement form 03-ALL-ALL-0069, and forward the form, with all					
original receipts attached, to the Community Engagement Specialist on a monthly basis.					
5. Level IV volunteers and certain Level III volunteers, upon the approval of the Community Engagement Specialist, may be reimbursed					
for mileage at the rate of \$.655/mile Mileage will be recorded on the volunteer expense reimbursement form 03-ALL-ALL-0069 and					
submitted to the Community Engagement Specialist monthly for review and submission to the Fiscal Office.					
6. The Community Engagement Specialist will review and make photocopies of all forms and receipts and forward originals and copies to					
the Fiscal Office.					
7. The Fiscal Office will review volunteer reimbursement expense forms for payment. Only completed forms with the appropriate approvals					
will be accepted. Incomplete forms or forms without required approvals will be returned to the Community Engagement Specialist. Once					
corrected, the forms may be forwarded back to the Fiscal Office for payment. This may result in a delay in reimbursement. Payment will be					
made 2-4 weeks after paperwork is submitted to the Fiscal Office; this timing includes processing time at the Wood County Auditor					

Forms: 03-ALL-ALL-0069

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