

VOLUNTEER EXPENSE VOUCHER

The Arc of Texas, 8001 Centre Park Dr., Ste. 100, Austin, Texas 78754
(512) 454-6694 – (800) 252-9729

Name _____ Today's Date _____

Committee Name/Meeting _____

Mailing Address _____

City _____ State _____ Zip _____

Purpose of Expense/Trip _____

Travel to _____ From _____

Period of time away from home From : _____ am pm Date _____

To : _____ am pm Date _____

Receipts required for all expenses:

Hotel \$ _____ Meals \$ _____

Fares \$ _____ (air/bus/taxi) Respite \$ _____

Mileage \$ _____ Misc. \$ _____
\$ _____ (attach receipt)

(_____ miles x .405 per mile)

TOTAL EXPENSES \$ _____

I certify that I have incurred the expenses indicated as a board member, committee member or official volunteer of The Arc of Texas and wish to:

contribute \$ _____ and receive a receipt for tax records.
receive \$ _____ reimbursement for the expenses indicated.

Volunteer Signature _____ Date _____

Department Approval _____ Date _____

Funds Available _____ Date _____

VOUCHER DISBURSEMENT					
FUND	GL ACCT	FED/MATCH	DEPT	PROGRAM	TOTAL
Date Paid:		Check # :		Total	

PURPOSE:

The Arc of Texas recognizes volunteers incur expenses as members of the Board of Directors, chairpersons, and members of committee. It also recognizes that to ask volunteers to be responsible for these expenses would limit the number of persons able to serve in these capacities.

POLICY:

Therefore, it is the policy of The Arc of Texas to reimburse volunteers who are carrying out their assigned duties according to the following schedule:

- A. Transportation to and from the meeting by the least expensive airfare or at \$.405 per mile by private auto up to the cost of the least expensive airfare.
- B. One half the cost of a double occupancy hotel room.
- C. \$35.00 per diem for full days or \$ 7.00 for breakfast, \$10.00 for lunch, and \$18.00 for dinner.
- D. If volunteering as a member of the board of directors, chairing a committee, or serving as a committee member poses a financial hardship on the volunteer because of payment for respite care services, the volunteer may request reimbursement of not more than \$25 per diem or exact cost of the services, whichever is less. A receipt for such services shall be attached to the Volunteer Reimbursement form each time a volunteer requests reimbursement.

PROCEDURES:

In order to expedite reimbursement the following procedures should be followed:

1. Volunteer Expense vouchers are obtained from the state office and given to each volunteer traveling and/or attending meeting in an official capacity.
2. Volunteers complete vouchers and return them at the meeting or directly to the state office within 10 days of the meeting. The name of the committee or the capacity of the volunteer is also required.
3. Volunteers indicate whether they wish reimbursement or will be contributing all or part of their expense. These contributions are tax deductible.
4. Expenses which are submitted in excess of the allowances will be automatically considered as contributed expenses.
5. Acknowledgments of contributions will be mailed to the volunteers within 30 days after the form is received in the state office.
6. Forms for volunteers who request reimbursement will be validated and returned with a check within 30 days after the form is received in the state office.
7. Vouchers not submitted within 30 days from the date the expense was incurred will not be reimbursed, but will be considered a contribution.