

**CASA of Denton County, Inc.
Volunteer Mileage Reimbursement Request**

Volunteer:				Month:		
		Destination		Mileage		
Date	Travel Purpose (Including Case Name)	From	To	Start	Stop	Miles
Total Miles:						

I certify that the reimbursement requested is for official travel for CASA of Denton County.

Volunteer's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Policy: When CASA volunteer advocates must travel more than 50 miles round trip to visit the children they are assigned to, they may request reimbursement for their mileage, as long as funding allows. Advocates are not required to ask for reimbursement – it is an option. Those who do not request reimbursement, if itemizing deductions on their tax returns, can take a charitable deduction for the donated miles. The agency will strive to have funding available to reimburse those who request reimbursement.

Mileage will be reimbursed at a rate of 30 cents per mile.

Documentation of travel must be completed on an official agency form and turned in with monthly documentation to the advocate's supervisor. This form must be signed by the volunteer and their casework supervisor before being forwarded to the Office Manager for reimbursement. CASA will mail a check to the advocate after all paperwork and approval has been obtained.

Frequency of Requests: Advocates may request travel reimbursement in order to meet the minimum standards of visiting the children on their caseload. (i.e., for children within one hour driving distance, visits shall be once a month; for children one to three hours away, once a quarter; and for more than 3 hours away, once every six months.) Reimbursement for trips that are made more frequently than the minimum standards or for other purposes must be authorized in advance by the Program Director or Executive Director and deemed necessary for the child's best interest in order to be paid.

In cases where airfare, car rental and other related expenses would total less than the cost of mileage, volunteers may request reimbursement for the less expensive method of travel. In this instance, volunteers and staff shall seek out the best possible value in order to be good stewards of the agency's funds.