

CASA FOR KIDS OF EAST TEXAS VOLUNTEER TRAVEL REIMBURSEMENT POLICY 2022-2023

Volunteer advocates traveling long distance to visit an assigned child(ren) may be eligible to receive mileage and lodging reimbursement if travel is approved for reimbursement in advance by the Executive Director and funding is available. Volunteer advocates should notify Case Supervisor in advance of travel where reimbursement is anticipated.

Effective September 1, 2022, travel must be at least 60 miles roundtrip from the home of the volunteer advocate with a Google Map documenting the point-to-point mileage claimed. Mileage is reimbursed at the current IRS rate.

A rental car (up to intermediate) must be utilized for reimbursement for travel over 500 miles round trip or mileage may be reimbursed up to 500 miles. Up to intermediate rental car (not to include insurance) and gas (for rental cars) will be reimbursed. Receipts must be included with receipts for gas clearly identified on the receipt.

Travel may include up to two nights of lodging if necessary and must include a copy of the lodging receipt. Lodging will be reimbursed up to the approved state lodging rate which can be found at <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>. Hotels may honor the state rate by producing a CASA name badge. Receipts must be included.

The completed Request for Volunteer Mileage Reimbursement Form must be submitted within 3 business days of completion of travel. Attach 1 single Google Map per visit documenting the mileage claimed and any receipts. Do NOT enter travel time in the online database for trips that mileage reimbursement is claimed.

Volunteers traveling on CASA business must have a satisfactory motor vehicles division records check and proof of current auto liability insurance. Any accident involving an auto while on CASA business must be reported to the Executive Director immediately.

Volunteers driving on CASA business must observe all safety, traffic, and criminal laws of this state.

Volunteers must have an approved travel form on file prior to any travel with reimbursement requested.

Updated 6/14/22

Updated 10/24/22