

# NAMI Board Policy #1-2006

## Travel Reimbursement for Consumer Volunteers

Goal:

To provide financial reimbursement to consumer volunteers for the travel expenses incurred while volunteering in the NAMI Sacramento office.

Policy:

To reimburse no more than \$25 per month for mileage or mass transit expenses for working in the NAMI Sacramento office.

Process:

1. Consumer volunteers are trained by the Office Manager (a board member) on the policy to be reimbursed for travel expenses.
2. Consumer volunteers sign this policy form and date it acknowledging they have read and understand the policy by which they will be reimbursed.
3. Consumer volunteers complete the attached mileage reimbursement form and submit to the office manager no later than the 7<sup>th</sup> day of the month following the hours worked. A completed form will include receipts for any train, bus, or other mass transit requiring reimbursement.
4. The office manager reviews the schedules and confirms the volunteer worked those days and signs the mileage reimbursement form approving of reimbursement.
5. At the following monthly board meeting, the Board will approve the reimbursement as submitted by the office manager.
6. Treasurer will draw checks made out to the person submitting the request and mailed to the address listed on the reimbursement request form.
7. NAMI Sacramento will make every attempt to provide reimbursement checks within 45 days of submittal of reimbursement form and will not be held liable if checks are not received within such timeframe.

I, a consumer volunteer, have read the above policy of NAMI Sacramento and agree to abide by the policy as outlined to obtain reimbursement for travel expenses for traveling to and from the NAMI Sacramento office.

Name of Consumer Volunteer (*printed*): \_\_\_\_\_

Signature of Consumer Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by (*Board Member signature*): \_\_\_\_\_

Date: \_\_\_\_\_