



SECTION:	Board of Directors	POLICY:	Reimbursement for Mileage
DATE ISSUED:	July 8, 2011	NUMBER:	BD-40
APPROVED BY:	Board of Directors		

POLICY

The agency will reimburse Board members for mileage expenses for attending meetings or any other agency business when using their private vehicle.

PROCEDURE

Community Care Northumberland will establish a mileage chart that will be used in the calculation of distances from point to point within Northumberland County. Travel outside of this area should be calculated by the individual.

Reimbursement of mileage should be submitted to the Chief Executive Officer quarterly. Board Members can also donate back their mileage reimbursement and receive a charitable tax receipt. Form attached.

Community Care Northumberland is not responsible for any other costs or expenses resulting from accidents, fines, or other extraordinary costs while the vehicle is being operated on agency business. Shared transportation is encouraged when appropriate.

NEXT REVIEW DATE: Dec/27

*Reviewed (R)/Revised (RV)		REVISION HISTORY
R/RV	Date	Description
RV	Dec/19, Apr/21, Dec/24	
R	Jan/16, Oct/19	



VOLUNTEER DIRECTION TO DONATE OUT OF POCKET EXPENSES

Full Name:

Last

First

M.I.

Mailing Address:

City

Prov.

Postal Code

Home Phone:

Email Address:

Nature of Expense:

Check all that apply and attach completed requisition and/or receipts that you are entitled to reimbursement.

☐ Client Transportation ☐ MOW delivery ☐ Travel Expenses ☐ Other _____

Total Value of Eligible Expenses for Reimbursement: \$ _____

I _____ direct that the funds to which I am entitled by way of reimbursement for the attached expenses and would otherwise be forwarded to me by direct deposit, cash or cheque, be transferred to Community Care Northumberland as my gift*.

Signature: _____ Date: _____

* A charitable receipt will be issued in the total amount of the gift within 30 days of direction.

Privacy: Community Care Northumberland is committed to protecting the privacy of the personal information of its clients, members, volunteers, supporters, employees and other stakeholders. During the course of our various activities and projects, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent.

The information gathered on this form will be used solely for the purpose of Electronic Fund Transfer and/or Charitable Tax Receipting. For further information, please contact our administration office at 1-866-514-5774. If you have any questions about our privacy policy, or would like a copy of the complete privacy policy, please contact the Executive Director at 1-866-514-5774 or email admin@commcare.ca.