

CASA Liberty/Chambers Counties Volunteer Mileage Reimbursement Policy

FY 2017 VOCA Grant Funds

The purpose of the VOCA volunteer mileage reimbursement funding is to help local CASA programs assist their volunteers with the mileage cost for long distance travel to visit their CASA children.

The following guidelines are to govern the reimbursement:

- The reimbursement must only be for an assigned CASA volunteer Advocate for mileage costs incurred during a visit to their CASA child(ren). Paid staff persons serving in a “volunteer” capacity are not eligible.
- These grant funds cannot be used to supplant or replace any other funds already paid to the volunteer for the travel being claimed.
- The volunteer’s travel must be at least 50 miles one way (100 miles roundtrip) from the home of the volunteer being reimbursed and must include a Google Map (or equivalent) documenting the point to point mileage being claimed. If volunteer chooses to fly to make the visit, then the least expensive option can be submitted for reimbursement.
- * The volunteer’s visit may include up to two nights lodging if necessary. Lodging is limited to the approved state lodging for the city they are staying. The state lodging rate can be found at <https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>. A copy of the lodging receipt must be submitted with the travel request.
- After the Advocate has been reimbursed by CASA LCC, CASA LCC will submit reimbursement by the last day of the month and will be processed in the order of date received by Texas CASA.
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- Texas CASA will accept volunteer mileage reimbursement requests for volunteer travel made between September 1, 2017 and August 31, 2018; however, if funds are exhausted prior to August 31, 2018, then no funds will be distributed after that date and all programs will be notified.

- * After the Advocate has been reimbursed by CASA LCC, CASA LCC will request reimbursement from Texas CASA on a reimbursement form that includes the following: (a) volunteer's name, (b) the case number or child's initials, (c) volunteer's city of origin for the travel, (d) the destination city of child's placement, (e) the total number of miles traveled, (f) total miles X .52), and (h) a copy of a Google Map (or equivalent) documenting the point to point mileage being claimed must be attached. If the volunteer travels by air and that is the least expensive option, then a copy of the airfare receipt and flight information must also be submitted with the travel voucher. The travel voucher must be signed and dated by the volunteer and their staff supervisor.
- Travel documentation, as specified above, must be submitted to the Advocate Coordinator. It will be reviewed and signed by Executive Director then forwarded to Elizabeth Mast by email at emast@texascasa.org or by fax at 512/610-6134.

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