Ann & Sandy Cross Conservation Area

Policy for reimbursement of out-of-pocket expenses for Volunteers of the ASCCA

We are very pleased to offer to reimburse volunteers for mileage incurred by them from their home to their volunteer activities at the Ann & Sandy Cross Conservation Area or for trips undertaken on behalf of and approved by the Ann & Sandy Cross Conservation Area. The rate for issuing tax receipts or reimbursing volunteers for automobile expenses will be set at 50¢ per kilometre.

Volunteers may, on their own accord, choose to donate their mileage claim back to the ASCCA. In this case, instead of receiving a reimbursement, the volunteer can gift their right to reimbursement back to ASCCA (by filling out the form below) and receive a tax receipt instead of a reimbursement payment. The forms must be filled out and signed by the volunteer, and received and approved by an ASCCA staff member prior to December 31 each year in order to qualify for a donation receipt in that year.

CRA is very strict with how the mileage is calculated and the tax receipt issue. For details please see: http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cpc/cpc-012-eng.html

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FORM

Ann & Sandy Cross Conservation Area

Automobile Mileage Donation or Reimbursement Form

Name of volunteer:

Volunteer Area:

Volunteer mailing address:

 Total Kilometres **: \_\_\_\_\_\_\_\_\_\_\_\_**

(As totaled on Volunteer Mileage Spreadsheet)

 I direct that the funds to which I am entitled by way of reimbursement for as outlined above, and would otherwise be forwarded to me by cash or cheque, be transferred to the Ann & Sandy Cross Conservation Area as my gift.

 I request that I be reimbursed by cheque

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by volunteer

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Approved by Ann & Sandy Cross Conservation Area staff