



Volunteer Reimbursement and Tax-Exempt Guidelines

Volunteer leaders (including Committee Chairs, Crew Chiefs/Leaders, Trail Chairs, Trail Supervisors and Corridor Managers) and sawyers are eligible to be reimbursed for certain expenses incurred while performing Trail Conference business. Occasionally Trail Maintainers or Crew Members may be eligible for reimbursement for items related to special projects. In all such cases the Supervisor or Crew Chief should approve these items prior to purchase.

Expenses that are eligible for reimbursement include mileage (volunteer rate is \$0.14/mile), pre-approved tools and construction materials, and budgeted supplies for volunteer meetings, workshops and recognition.

Process and Parameters

- Expense and material requests should be covered by the appropriate program/region's approved annual budget. Any purchase not within a category of the approved budget should be discussed with your staff contact prior to purchase. If you are unsure, just ask!
- Check the Volunteer Reimbursable Expenses chart for what items are eligible. If your item is not on the chart, check with your staff contact.
- We **legally cannot reimburse or acknowledge tax expenses** as a nonprofit organization. Please use provided tax-exempt forms when making Trail Conference purchases. If you need another copy reach out to your staff contact or email volunteer@nynjtc.org.
- Purchases over \$250 require a [procurement form](#) to be submitted and approved prior to purchase.
 - Flexibility is provided for food purchases since those are difficult to predict.
- Submit a [volunteer expense form](#) and work with your staff contact to get reimbursed.
- You may request a donation receipt letter for eligible purchases that you decline to have reimbursed by the Trail Conference.
- **All expense/procurement forms and donation receipt letter requests are due no later than January 31 for the previous year's purchases.**

General rule of thumb: Your purchase does not need prior approval if it is in the annual budget plan, is **under** \$250, and is **listed** in the Volunteer Reimbursable Expenses chart. If it does not meet these three parameters, discuss with your staff contact before purchasing.

Volunteer Reimbursable Expenses Chart

New York - New Jersey Trail Conference							Updated March 2021
Volunteer Reimbursable Expenses							
	Off-Trail Committee Chairs	Trail Chairs	Trail Supervisors/ Corridor Managers	Trail Crew Chiefs/ Leaders	ISF / Habitat Helper Leader	Chain Sawyers	
Travel							
Mileage: \$0.14 per mile	✓	✓	✓	✓	✓		
Tolls	✓	✓	✓	✓	✓		
Pre-approved Tools, Maintenance and Construction Materials							
Crew tools and equipment				✓	✓		
Power tools	<i>Trail Conference standing policy is that we do not purchase or own power tools. If you or your region have a special or unique case discuss the possibility with your staff contact.</i>						
Tool/equipment replacement parts (i.e. new saw chain), repairs, and saw fuel				✓	✓	✓	
Paint for major reblazing projects (not general maintenance)		✓	✓	✓			
Herbicide, plants and mulch					✓		
Crew/group first aid kits		✓	✓	✓	✓	✓	
PPE (helmets, ear protection, eye protection) (Doesn't include chaps)				✓	✓	✓	
Budgeted Supplies for Meetings, Workshops, and Recognition							
Food	\$8/person max	\$8/person max	\$8/person max	\$8/person max	\$8/person max		
Utensils, plates, cups, napkins, etc.	✓	✓	✓	✓	✓		
Major recognition items such as patches, hats, shirts, etc.	<i>To be fair and equitable, special recognition items such as these will only be purchased by the Trail Conference organization for distribution to <u>all volunteers</u>. Volunteer leaders wishing to buy items for their team may budget for get-togethers/food. If you have a special case discuss the possibility with your staff contact.</i>						

*Occasionally Trail Maintainers or Crew Members may be eligible for reimbursement for items related to special projects. In all such cases the Supervisor or Crew Chief should approve these items prior to purchase.