

HOPE RD GUIDELINES FOR REIMBURSEMENT 2019

Per the HOPE Services and Operations Handbook all members are responsible for their own expenses when on HOPE business. The Board of Directors will approve temporary reimbursement guidelines for member expenses as long as it is able to do so.

RD's must give approval for any expenses before deployment. All requested reimbursements will require detailed receipts from the vendor. These are for HOPE and IRS tax purposes and need to be submitted as described in this document. We do not accept personal credit card receipts or statements that show charges.

Do not forward reimbursement requests to the treasurer without proper documents.

We are using the Bank of America bill pay service for most of our payments. They require a complete address and the member's phone number in order to process a check.

Approved reimbursements starting January 1st, 2019.

1) Hotel expense:

Hotel stays require a hotel folio received after check out that shows a breakdown of all charges. Reservation receipts are not accepted. Third party reservation companies sometimes make it difficult to get a folio when checking out. Dealing directly with the hotel is recommended. Hotel expenses are limited to the location of the deployment. It is expected that a hotel is not necessary if the drive home is less than two hours. One night hotel stay maximum per day of deployment. Reimbursement is limited to 75% of the Federal per diem rate for the zip code of the hotel during the month of use and up to but not over a maximum of \$120.00 per night per person. Reimbursement is also limited to the amount spent. In no case will you receive over the actual amount spent. Included is the room charge and tax. Not included are charges such as but not limited to food, movies, parking fees, pet fees, etc. It is advised that members inform the hotel that we are a nonprofit crisis response organization and are responding to an event and to ask to have any pet fee waived along with a possible rate reduction. This has worked in the past for our members. Hotel reimbursement allotment is per member. This encourages members to share a room when feasible. Remember a hotel folio showing a breakdown of charges obtained upon check out is required.

When filling out the reimbursement request form include the federal per diem rate and show the 75% amount that is allowed. Include the deployment name and

how many days the member worked the deployment. Include total amount at the bottom of the request form.

2) Workshop expenses:

It is expected that the workshop is self-sustaining and the HOPEful's fees will pay for all of its expenses. There is no standard workshop fee. We currently have fees that range from \$300.00 to \$450.00 per person. Workshop budgets should be set to cover expenses of the working members and the cost to put on the workshop. We do not pay for food, except for meals that are provided to all working members and all Hopeful's attending the workshop as part of the training.

Fees to consider:

A dog Vest, HOPE Backpack, and lanyard are to be provided to each new HOPE member. Room fees. Bus rental. Speaker fees. Etc.

When members travel from another state they are going to need a place to stay. Sometimes they can room with a local member but at times will need a hotel room and transportation expenses. Consider these expenses when deciding what to charge for your workshop. Do not consider a donation given to HOPE for training. Expenses need to be covered by workshop fees collected from the HOPEfulls. If a member is sharing a room with a HOPEful the HOPEful is expected to pay their half of the room expense.

PLEASE NOTE THAT FOR 2019 THE HOPE BACKPACK, DOG VEST AND LANYARD ARE TO BE INCLUDED TO ALL NEW MEMBERS PASSING THE WORKSHOP.

3) HOPE screenings lunch allotment. A reimbursement of up to \$7.00 per HOPE member for lunch can be provided by the RD to HOPE members working a double screening in one day. This is provided to HOPE members only and is due to the time constraint between double screenings and the fact that screeners are working between sessions discussing HOPEfuls just screened and reviewing the paperwork for those coming through next. This allotment is limited to lunch. Donuts, coffee, etc. in the morning is not reimbursable.

Only one reimbursement request for the total amount should be submitted.

4) VOAD dues will be paid for chapters where we have a member actively attending the meetings. Have the member obtain an invoice from the VOAD chapter treasurer and submit it to you for approval and ***forward the invoice to the HOPE treasurer for payment.***

5) Please note all HOPE promotional products, banners, signs, table runners, logo items, etc. need Board approval.

No other expenses are approved. The Board will continue to monitor the financial health of the organization and will reevaluate the possibility of further reimbursements periodically.

Expenses outside the guidelines can always be submitted to the Board for consideration on a case by case basis.

Please note that we are no longer reimbursing gas expenses.

December 15th 2018