



## 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](mailto: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 April 2024
Volunteer Reimbursable Expenses							
	Off-Trail Committee Chairs	Trail Chairs	Trail Supervisors/Corridor Managers	Trail Crew Chiefs/Leaders	ISF / Habitat Helper Leader	Chain Sawyers	
<b>Travel</b>							
Mileage: \$0.14 per mile	✓	✓	✓	✓	✓		
Tolls	✓	✓	✓	✓	✓		
<b>Tools, Maintenance and Construction Materials (require approval before purchase)</b>							
Tools and equipment				✓	✓		
Tool repairs, fuel, and replacement parts (i.e. saw chain or string trimmer line)			✓*	✓	✓	✓	
Paint for special projects (not routine maintenance)		✓	✓*	✓			
Herbicide, plants and mulch					✓		
First aid kit supplies		✓	✓	✓	✓	✓	
PPE (i.e. helmets, ear protection, eye protection, chaps)				✓	✓	✓	
<b>Supplies for Meetings, Workshops, and Recognition (require approval before purchase)</b>							
Food	\$10/person max	\$10/person max	\$10/person max	\$10/person max	\$10/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>						

\* Trail Maintainers or Crew Members may be eligible for reimbursement of these items in support of special projects or exceptional maintenance needs. In these cases the relevant Supervisor or Crew Chief should review these reimbursement requests before relaying to the relevant NYNJTC staff, and can contact [volunteer@nynjtc.org](mailto:volunteer@nynjtc.org) with any questions.