



Alternatives to Violence Project (AVP) /California

P.O. Box 3294, Santa Barbara, CA 93130-3294

www.AVPCalifornia.org 800/905-6765

AVP/CA Expense Reimbursement Policy

(rev.8/9/2015)

Background and Philosophy: Facilitating AVP workshops has traditionally been a volunteer activity. AVP/USA policy, which AVP/CA follows, specifies that there be no monetary compensation for facilitation in prisons. Community workshop facilitators are also generally unpaid, although national policy permits modest payment for community workshop facilitation, at the discretion of the sponsoring council.

No AVP/CA volunteer for whom it would create any kind of hardship should have to cover out of their own pocket any of the expenses of facilitating. Hence, all volunteers are entitled to reimbursement of such reasonable expenses, according to the following guidelines. As local councils are established, we invite them also to consider the following policy as they take on the responsibility for their program and their facilitators' expenses.

Reimbursement claims are to be submitted on a form provided by the organization, with receipts or other appropriate documentation attached.

Lodging: Up to \$90/night for a shared room, or where no one is available with whom to share; \$45 for a person opting to have a single room. *Economy is expected and encouraged: always seek the lowest possible rate, or take advantage of offers of free hospitality such as in people's homes, or donated hotel lodging.* That said, where suitable accommodations cannot be found for less, the treasurer is authorized to reimburse over the \$90 rate.

Food: Up to \$30/per three-meal day. (Rough guideline for partial days: breakfast \$5, lunch \$10, dinner \$15.)

Transportation: Full payment of economy public ground transportation. Airfare will need to be approved on an individual basis. Carpooling strongly recommended. Private automobile travel reimbursed at 14¢/mile **or** actual cost of fuel for the distance traveled, in a vehicle getting at least 20 miles/gallon.

Lost wages and child care assistance: Where a facilitator will lose paid work or incur childcare costs in order to facilitate a particular workshop and this would create a hardship, these can be covered, to a maximum of \$120/day, with the approval, and at the request, of the program coordinator and team coordinator for that workshop.