



Alternatives to Violence Project (AVP) /California

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AVP/CA Expense Reimbursement & Stipend Policy

(rev.4/7/2018)

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.

Expense Reimbursement Policy

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.

Returned-citizen stipend: A stipend of up to \$120/day, to a maximum of \$200/workshop, is available to returned-citizen facilitators facilitating a community workshop or mini during the first 18 months of their release from prison.