



Alternatives to Violence Project AVP/California

P.O.Box 78033, Stockton, CA 95267-1333

<https://avpcalifornia.org/>

800/905-6765

Reimbursement Policy

(rev. 9/8/2022)

AVP/CA Expense Reimbursement and Stipend Policy

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

No AVP California 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 responsibility for their program and the 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 \$110.00 a night for a shared room or where no one is available with whom to share \$55 for a person opting to have a single room. If you have the option to have a shared room and prefer a single room then AVP/CA will reimburse up to \$55.00

Economy is expected and encouraged: We encourage facilitators to look for value when booking accommodation or take advantage of offers of free hospitality such as in people's homes or donated hotel lodging.

That said, when suitable accommodations cannot be found for less, the treasurer is authorized to reimburse over the \$110.00 rate.

Tipping and gratuity for any lodging expenses will be at the expense and discretion of the individuals.

Receipts should be provided with submission of the claim form.

Food: up to \$45 per three meal day. Rough guideline for partial days: breakfast \$10.00, lunch \$15.00 and dinner \$20.00). Cost for alcoholic beverages is not covered. Tipping and gratuity for food and beverage will be at the expense and discretion of the individuals. Receipts should be provided with submission of the claim form.

Transportation: Full payment of economy public ground transportation. Airfare will need to be approved on an individual basis. Carpooling is strongly recommended. Private automobile travel reimbursed at \$0.25 per mile driven or the actual cost of fuel for the distance traveled in a vehicle getting at least 20 miles per gallon. Toll costs will be reimbursed as needed.

If the cost for any of the above categories exceeds these guidelines, the Finance Committee should be consulted prior to expenses being made.”

Returned citizen stipend: A stipend of up to \$120 a day to a maximum of \$200 a workshop is available to return citizen facilitators facilitating a community workshop or mini during the first 18 months they release from incarceration. AVP/CA is required to report nonemployee compensation to an individual in excess of \$600 per calendar year to the IRS.

AVP Manuals/kit Policy:

Currently, once an individual completes their T4F workshop, they receive a basic manual as part of their completing the three workshops (Basic, Advanced and T4F).

In addition and as part of this updated reimbursement policy, AVP Advanced manuals can be purchased for inside facilitators (who have completed all three workshops and have shown continued interest and involvement after their T4F, by continuing the AVP program as facilitators for AVP Advanced workshops). The Advanced manual will be given based on the judgment of the inside and outside coordinators when deemed appropriate.

If inside facilitators become TC’s for AVP, they may be given an AVP T4F manual. This is to support facilitators that continue to remain active.

If an outside community facilitator needs help to purchase an AVP Advanced or T4F manual, the Local Council can support the individual. If the Local Council themselves need help, they can submit a reimbursement form to AVP/CA. The general expectation is that Local groups fundraise to cover their expenses.

The AVP-USA Distribution Center would like to encourage all new and established facilitators (in community contexts) to purchase the 3 manuals through the Distribution Center.

Facilitators who are TCs can also be reimbursed for the creation of an AVP kit, within reason when needed.

*If any individual needs an expense reimbursed outside of the current policy parameters, they can apply to the Finance Committee for an exception.