

Title: Volunteer Expense Reimbursement Policy	Category:
Type: Volunteer Program	Approved: October 7, 2024 Revised:
Review Frequency: Every three years	When: Q3 2027

WDM Volunteers will not normally be reimbursed for expenses incurred related to preparing or training for or travelling to a WDM or off-site location to complete their volunteer roles.

Exceptions:

- When a criminal record check is required, a letter from the WDM stating this will be provided. Volunteers will be reimbursed for costs associated with approved checks. (See HR 6 Criminal Record Checks.)
- When volunteer animal owners are approved by the WDM to bring live horses to a WDM for an event or program using personal vehicles and trailers, mileage costs will be reimbursed for approved travel at the same Travel Rate as for employees using private vehicles.
NOTE: Bringing animals to the WDM requires a signed WDM Animal Owner Agreement which should include provision for travel reimbursement.
- Any other exception must be approved in writing by a volunteer coordinator/engagement assistant, Manager, or Director before the expense is incurred.

All receipts from approved expenses must be submitted within two weeks of the purchase.

The staff person approving the reimbursement will provide the WDM Expense Form for the volunteer, ensure it is filled out accurately, and submit it for processing.

