



FRC Event Volunteer Expense Reimbursement Policy

Overview

FIRST Mid-Atlantic recognizes that, in certain circumstances, reimbursement is appropriate regarding Essential Volunteer expenses while volunteering at an official *FIRST* Mid-Atlantic District Competition. This policy offers guidelines and rules pertaining to such reimbursements.

Approval for reimbursing an Essential Volunteer is the sole responsibility of the *FIRST* Mid-Atlantic Senior Volunteer Coordinator and *FIRST* Mid-Atlantic Chairperson, Competition Chair or Program Committee Chair. No other *FIRST* Mid-Atlantic official or representative is authorized to approve volunteer expense reimbursements.

Definitions

Essential Volunteer

FIRST Mid-Atlantic defines an **Essential Volunteer** as “a person essential to the operation or success of an event.” Essential Volunteer positions include, but are not limited to:

- Control System Advisor
- Emcee
- Field Supervisor
- *FIRST* Technical Advisor(s)
- Game Announcer
- Head Referee
- Judge Advisor
- Lead Robot Inspector
- Volunteer Coordinator
- *FIRST* Technical Advisor Assistant (FTAA) [approval from Program Director or FTA Coordinator required]
- Lead Queuer [District Championship Only]
- Pit Administration Supervisor [District Championship Only]
- Scorekeeper [District Championship Only]
- Referees [District Championship Only]
- Machine Shop [District Championship Only]

Only the *FIRST* Mid-Atlantic Senior Volunteer Coordinator and *FIRST* Mid-Atlantic Chairperson, Competition Chair or Program Committee Chair may designate additional Essential Volunteers positions for an event.



Reimbursable Expense

FIRST Mid-Atlantic defines a **reimbursable expense** as one that is reasonable and customary for the goods or services provided and approved by the IRS for Non-Profit organizations.

Approved Reimbursable Expenses

The following expenses will generally be deemed to be reimbursable expenses for an Essential Volunteer at an official FIRST Mid-Atlantic District Competition event.

- **Hotel Room Accommodations:** Accommodation expenses can be submitted for evenings prior to a full-day activity in support of a FIRST Mid-Atlantic event. Accommodation expenses will generally be reimbursable only when the Essential Volunteer must travel more than 50 miles (or for longer than 45 minutes) from their home address to the event venue.
 - Accommodation expenses will generally be limited to two (2) nights. Reimbursement of a third night requires explicit approval documented via email and will only be allowed in extenuating circumstances. Examples of extenuating circumstances may include extended hours required at the event venue or travel in excess of 100 miles / two hours.)
- **Parking:** Parking expenses can be submitted for fees incurred by an Essential Volunteer by parking at an event venue. Parking expenses may also be submitted for fees incurred in conjunction with a reimbursable hotel stay.
- **Meals:** Meal expenses can be submitted for meals (breakfast, lunch and/or dinner) that are unavailable at an event.
 - Meals will generally be reimbursed only when the Essential Volunteer must travel more than 50 miles (or for longer than 45 minutes) from their home address to the event venue.
 - At a typical Saturday-Sunday district event, only the Saturday dinner meal is expected to qualify for reimbursement as other meals are made available to volunteers at the event venue. Meal expenses do not include alcoholic beverages.

Expense Reimbursement Process

The Senior Volunteer Coordinator and Treasurer will collaborate each year on how the Treasurer will receive event volunteer expense reimbursement requests. At minimum:

- a. The Senior Volunteer Coordinator creates and maintains a list of the names and e-mail addresses of the Essential Volunteers for each event
- b. Each essential volunteer is contacted in advance of the event, letting them know they may be eligible for expense reimbursement if they meet the criteria defined above.
- c. Eligible essential volunteers will provide the necessary documentation to the Senior Volunteer Coordinator and Treasurer for reimbursement.



- i. During the week following the event, a reminder email will be sent to the identified Essential Volunteers for that week to complete the form and provide necessary receipts.
- ii. Only the specific expenses outlined in the Approved Reimbursable Expense section are reimbursable from hotel invoices. Thus, the itemized invoice that an individual receives following a normal checkout is required.
- d. Volunteer Expenses will be reimbursed within 30 Days of receipt of the form, such that all relevant receipts and information have been provided.
- e. Reimbursement checks must be deposited by June 1 of the calendar year due to accounting requirements.

Revision History

Revision No.	Date	Description
1.0	14-Jan-2016	Policy Issued
2.0	01-Nov-2016	Policy Modified
3.0	28-Oct-2017	Policy Revised
4.0	23-Dec-2018	Policy Revised
5.0	17-Jan-2023	Policy Revised to current format