



## FRC Volunteer Expense Reimbursement Procedures

*FIRST* Mid-Atlantic recognizes that, in certain circumstances, reimbursement is appropriate regarding volunteer expenses while a volunteer is volunteering at an official *FIRST* Mid-Atlantic District Competition.

### Responsibility

The FRC Senior Volunteer Coordinator (Sr. VC), as a member of the FRC Program Committee, will oversee the Volunteer Expense Reimbursement budget, as part of the larger FRC Program Operating budget.

Approval for reimbursing a Volunteer is the sole responsibility of the *FIRST* Mid-Atlantic Senior Volunteer Coordinator (Sr. VC) **and** *FIRST* Mid-Atlantic Chairperson, FRC Program Committee Chair, or Mid-Atlantic Robotics Executive Director. No other *FIRST* Mid-Atlantic or Mid-Atlantic Robotics official or representative is authorized to approve FRC volunteer expense reimbursements.

### Volunteers

Volunteers who are approved to have expenses reimbursed must use the financial application that the Corporation uses to process reimbursements (e.g. Ramp). Reimbursements will only be processed utilizing the Corporation's financial application and any reservations that may be needed (e.g. hotel reservations), will need to be made using said application.

Volunteer reimbursement requests will need to be submitted within the financial application by May 15<sup>th</sup> of each fiscal year in order to allow for review and processing.