

## **Vintage Wings of Canada**

### **Volunteer Out-of-Pocket Expenses and Travel Policy**

Effective: 01 April 2019

Reference: Canada Revenue Agency CPC-012

Purpose:

Volunteers may be eligible to receive an official charitable receipt for certain expenses incurred on behalf of Vintage Wings of Canada (VWC).

Eligibility:

Volunteers who are Members in good standing of Vintage Wings of Canada may be eligible for reimbursement of some expenses incurred out of pocket as the result of services provided to VWC. For the purposes of travel-related expenses, reimbursement will be considered for instances where the Member has travelled a minimum of 500 KM total travel distance within the calendar year, or where the total cost of commercial transportation by the member exceeds \$500 within the calendar year.

Mileage reimbursement shall be at the rate of \$0.50/km.

A Member's claim for reimbursement must be submitted using the Vintage Wings of Canada Volunteer Expense Claim Form. The claim must be verified and signed by the Team Lead of the activity for which the claim is made.

Issuance:

An official charitable receipt may be issued to the Member upon receipt of a statement from the member having certified as follows:

"I \_\_\_\_\_ direct that the funds to which I am entitled by way of reimbursement for \_\_\_\_\_, and would otherwise be forwarded to me by cash or cheque, be transferred to \_\_\_\_\_ as my gift."

Validity:

Vintage Wings of Canada reserves the right to cancel or modify this policy at any time. Expenses incurred during a period in which the policy was in force shall not be eligible for reimbursement from the time of cancellation of the policy, or a prior date as determined at the sole discretion of Vintage Wings of Canada.