

309: FNST CHAPTER REIMBURSEMENT REQUEST FORM

PLEASE READ THE INSTRUCTIONS OUTLINED BELOW BEFORE COMPLETING THIS FORM. FNST EXPENSES ONLY.

CHAPTER NAME: _____ TODAY'S DATE: _____ PROJECT NAME (if applicable): _____

REQUESTOR INFORMATION

NAME: _____ CHAPTER TITLE: _____

STREET: _____ CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____ PHONE: _____

Date	\$ AMOUNT	Task Code (Office Use Only)	Location of Work	Vendor	Explanation of Expense
				TOTAL COST	

If this is a request for reimbursement for trainings, please list below the members who attended the training.

#	Name	#	Name	#	Name

INSTRUCTIONS FOR CHAPTER REIMBURSEMENTS (PAGE 1 of 2)

These instructions **ONLY** pertain to expenditures related to the Florida National Scenic Trail.

FTA's ability to reimburse volunteer expenditures is subject to available funding and at the Association's discretion. Contact your Regional Representative (RR) or Trail Program Director (TPD) to ensure funds are available, before incurring substantial expenses. FTA does not guarantee nor is FTA obligated to reimburse expenditures, where written pre-approval was not obtained.

PRE-APPROVAL IS REQUIRED IF:

1. The cost of any one item or grouping of items exceeds \$200 for a 30-day period.
2. The anticipated expenditure is for power tools, hand tools and/or volunteer training.

REIMBURSEMENT SUBMISSION REQUIREMENTS AND PROCEDURES:

1. Chapters may submit receipts for reimbursements once per month.
2. Requests must be submitted to the appropriate RR. Reimbursement requests for the Panhandle Region and for work on the Western Corridor must be submitted to the TPD. **Do not send reimbursement requests directly to the Gainesville office.**
3. Chapters must task one person with submitting receipts and the reimbursement forms. These forms must be completed on a computer. **Do not submit hand written requests.**
4. The chapter member tasked with submitting reports must complete the reimbursement form. List the expenses in chronological order. **Original receipts must be glued to sheets of paper** for ease in copying, processing and filing. Please list original receipts in chronological order.
5. Make 2 copies of the reimbursement form and receipts.
6. Send the original reimbursement request, the original receipts and one of the two copies to the appropriate RR/TPD for approval. Retain the second copy for your records.
7. If approved, the RR/TPD will forward the approved request to the Gainesville office for payment.
8. Reimbursement checks will only be issued in chapter names and sent to the chapter Treasurer.
9. Reimbursement requests must be timely. FTA will not reimburse for expenses that are more than two months old. Please submit receipts on a monthly basis.
10. **Expenses must be directly related to an FNST Volunteer Work Party or training that has been entered in the Volunteer Hours Entry database.**
11. All participants (maintainers, trainees, etc.) must have a Volunteer Profile and have volunteer hours logged on the FNST within the current or last calendar year.

EXAMPLES OF MATERIALS AND SUPPLY EXPENSES ELIGIBLE FOR REIMBURSEMENT

1. Hand tools, power equipment and construction materials.
2. PPE (Personal Protection Equipment) for volunteers.
3. Kitchen supplies for multi-day trail work activities, including propane.
4. Tool maintenance: saw blades, chains for chainsaws, replacement handles, mower and brush cutter maintenance, etc.
5. Fuel, lubricants and supplies for power equipment (mowers, chainsaws, etc.)

INSTRUCTIONS FOR CHAPTER REIMBURSEMENTS (PAGE 2 of 2)

TRAININGS - FIRST AID AND CPR

1. Chapters are responsible for securing instructors and arranging group training opportunities.
2. Complete the training section of the reimbursement form that lists the participants of a training.
3. To ensure funds are available, all trainings must be approved in advance by the Volunteer Program Coordinator (VPC). Send this reimbursement form to the VPC, prior to any trainings.