RADLEY GOOD NEIGHBOURS

Procedure for Claiming and Paying Volunteer Mileage and Expense Claims

Volunteer downloads Claim Form from RGN website or obtains paper copy from Duty Coordinator

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Volunteer completes Claim Form and returns it to RGN Treasurer

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RGN Treasurer:
- Confirms job details with Duty Coordinator
- Checks mileage / other expenses are "reasonable"; follows up as needed with Volunteer
- Takes payment to Volunteer's house

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Volunteer signs Claim form to confirm receipt of payment

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RGN Treasurer:
- Files signed Mileage Expenses Claim form
- Updates on-going account spreadsheet
- Ensures sufficient Petty Cash funds