

	Dimensions: Safety	HAO Standard: 3.2a, 3.6b	Policy: Safety #18
	Original Approval Date: April 21, 2003	Date Revised: February 2, 2009	Revision Approval Date: August 31, 2009

TOPIC: **TRANSPORTATION OF CLIENTS**
VOLUNTEER/STAFF HOURS AND TRAVEL

POLICY STATEMENT:

Volunteer/staff hours are recorded and records are maintained for statistical information and reimbursement according to policy guidelines.

At **no** time will a NNPCN Volunteer use his/her own vehicle to transport a client.

PROCEDURE:

1. Eligible travel claims include the following:
 - Delivery of service to clients
 - Hospice meetings and activities
 - Approved educational sessions

2. Travel will be reimbursed at the current approved rate.

3. Volunteer Hours and Mileage (Form 043) must be completed on a monthly basis. Forms must be submitted to the NNPCN (main) office by the 10th of the following month.
Example:
-all travel claims for the month of Jan. must be submitted to the office by Feb. 10th.

4. Minimum travel claim for reimbursement will be thirty (30) kilometers. If a claim is for less than 30 Km in one month, it will be carried forward to the following months until the total exceeds 30 kms.

5. Cheques will be issued on a quarterly basis for eligible volunteers and monthly for office paid staff.

6. Volunteers/staff may donate their reimbursement by checking the appropriate box on Volunteer Hours and Mileage (Form 043) and endorsing their cheque. A Charitable Tax Receipt will be issued.

REVISION HISTORY:

DATE mm/dd/yyyy	REVISED BY	COMMENTS / MODIFICATIONS	BOARD APPROVAL DATE: mm/dd/yyyy
01/29/08	Bev Charron		02/03/08
0/19/11	Nathalie Leclair	<ul style="list-style-type: none"> • Mileage submission change to 1st of month vs. 10th (#3) • Removed <i>checking off box on volunteer hours sheet and left endorsing their cheque.</i> (#7) • Added min donation of \$20.00 for a charitable receipt. (#7) • Added bus refund (#6) • Added reimbursement to be forwarded to next quarter if not minimum amount (#5) 	