



Background

Anderson Island Park & Recreation District (AIPRD) created a Youth Activities Program in 2022, connecting full-time island resident youth in grades K-12 to free summer programs, both on- and off-island. The purpose of this program is to remove the financial barrier for participation for these youth, which includes travel expenses.

Allowable Expenses

The following expenses will be covered or reimbursed for participants of this program:

- **Ferry tickets for driver and youth(s) on the AI-Steilacoom Ferry**
Tickets will be distributed to all participants ahead of the event(s)
- **Ferry tickets for driver and youth(s) on the Vashon Ferry**
For youth going to Camp Sealth, tickets will be distributed to all participants ahead of the event(s)
- **Mileage Reimbursements**
Based on the location of the event, parents/guardians will be given a fixed amount to cover mileage, based on the IRS .585 cents per mile and the distance traveled for each event.

Other expenses will be considered if a written request is submitted to the board and deemed an allowable associated expense.

Parents/Guardians can choose not to take the tickets or reimbursements if they so choose, but they are available as part of the program to everyone participating.

Process for Travel Compensation

Ferry Tickets

Ferry tickets will be distributed by AIPRD directly (no reimbursements) no more than 2 days prior to the event. Parents/guardians will be contacted by AIPRD by phone/email to confirm ticket needs and arrange digital or physical receipt of requested tickets.

Mileage Reimbursement

Based on the reimbursement table on the next page:

- **After completion of an event**, parent/guardians will be contacted and asked to fill out a Mileage Reimbursement Attestation, indicating that they drove the participant to the event. This attestation will be used as part of our audit paperwork and serve as your official request to receive reimbursement.
- **Monthly** during the first week of July / August / September, **reimbursement checks will be mailed** to all individuals who filled out an attestation following an event. If you have multiple requests, they will be processed together in one batch.

See Expense Table on the next page for allowable expenses.



Allowable SEEK Travel Expenses

Ferry Fees for Anderson Island Ferry

Tickets provided by AIPRD

Car and driver	\$26.24
Youth passenger	\$2.93

Ferry Fees for Vashon Ferry

Tickets provided by AIPRD

Car and driver	\$26.55
Youth passenger	\$3.05

Mileage Reimbursement for Driving to Events

Reimbursed via monthly check. Based on IRS .585 cents per mile.

Pt. Defiance - 26 miles roundtrip	\$15.21
Camp Sealth - 36 miles	\$21.06
Nisqually Reach Nature Center – 31 miles roundtrip	\$18.14
NW Trek - 61 miles roundtrip	\$35.69
Lakewood - 12 miles roundtrip	\$7.02