

Moto Recovery

Volunteer Reimbursement Policy

Moto Recovery recognizes that volunteers and leadership may incur expenses while supporting the organization's mission. This policy establishes guidelines for reimbursement of reasonable, mission-aligned expenses while maintaining responsible financial oversight.

- Mileage reimbursement for approved volunteer use of personal vehicles is limited to \$0.14 per mile.
- Reimbursement may be provided for lodging, hotel stays, campground fees, and related travel expenses when directly supporting organizational programs or events.
- Reasonable meal expenses incurred during approved activities may be reimbursed when aligned with mission-related travel or program operations.
- Miscellaneous expenses directly tied to Moto Recovery programs, events, equipment, or administrative needs may be eligible for reimbursement.
- All reimbursement requests must include documentation or receipts and be submitted within 30 days of the expense.
- Any single expense or reimbursement exceeding \$500 requires prior approval by the Board of Directors.
- Reimbursements must align with available organizational funds and may not exceed approved program or operational budgets.

Reimbursements are intended to offset legitimate out-of-pocket costs and are not compensation for services rendered. Moto Recovery remains committed to financial transparency, stewardship, and responsible nonprofit governance.