

- The volunteer must provide all support documentation (ie. receipts, agendas) related to the dollar amount being requested for reimbursement to the designated volunteer coordinator in their office.
 - To submit the form electronically, scan the backup documents and attach them to an email with the fillable form.
 - To submit the form physically, paper clip the form to the backup documentation.
- The coordinator then submits all original documents to their office admin staff.
- Admin staff creates a Disbursement Voucher (DV) and attaches all back up documentation to the notes section.
- Original documentation to be kept in originating office for a minimum of 90 days.