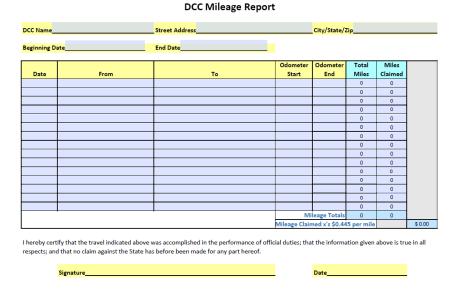
## **Expense Reimbursement Request (EER) Procedures for Volunteers**

- To submit a request for reimbursement, the volunteer needs to contact the volunteer coordinator within <u>2 business days of purchase</u>. Note: A W-9 is not required for an expense reimbursement.
- Depending on the type of reimbursement request, the volunteer coordinator will go to the employee resource page and click on the appropriate link to download the form and send to the volunteer.
  - If the request is for mileage, complete the "DCC Mileage Report".



• For all other expenses, complete the "Volunteer (DCC) Expense Reimbursement Form".



- 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.
  - o To submit the form electronically, scan the backup documents and attach them to an email with the fillable form.
  - o 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.