



## Lone Star CASA Travel Reimbursement Guidelines

9/1/24-9/30/25

The purpose of the volunteer travel reimbursement funding is to help assist Lone Star CASA volunteers with the travel costs for long distance travel to visit their CASA children. The following guidelines are to govern the reimbursement and distribution of these funds:

1. The reimbursement must only be for an assigned CASA volunteer advocate for travel costs incurred during a visit to their CASA child(ren) and/or other necessary case-related travel.
2. Volunteer travel reimbursement requests must be submitted on the travel reimbursement form provided by Lone Star CASA. Travel reimbursement requests should be submitted to staff supervisor by the 5<sup>th</sup> day of the month following the visit to be reimbursed.
3. The volunteer's travel must be at least **50 miles one way (100 miles roundtrip)** from the volunteer's home and the placement. The reimbursement request must include exact number of miles and a map documenting the point-to-point mileage being claimed. **All travel over 500 miles must be pre-approved by the Operations Director.**
4. Eligible travel expenses include mileage (when personal vehicle is used) at the IRS rate, rental car, gas, public transportation including ride share (up to \$50 per day, gratuity is not allowable), tolls, airfare, and up to two nights of lodging when necessary limited to the state per diem rate found here: <https://www.gsa.gov/travel-resources> (search by zip code). All itemized receipts must be submitted with requests.
5. When possible, the volunteer must use a rental car for round trips over 500 miles. If the volunteer chooses to drive a personal vehicle, then only 500 miles are eligible for reimbursement. When a car rental is not an option, then an exception may be made to allow for mileage reimbursements greater than 500 miles. This must be approved by the Operations Director prior to the travel. Lone Star CASA will reimburse up to the intermediate (car) vehicle type rate and does not reimburse the cost of any additional purchases, **including insurance or pre-paid gas**, purchased as part of the rental car agreement.
6. If the volunteer chooses to fly to make the visit, then the least expensive option (actual mileage vs. flying) will be reimbursed. Please note the actual mileage will be used when determining the least expensive option, not capped at 500 miles. Flying-related travel expenses are also eligible, such as rental car, gas, and airport parking, so long as the total cost of the request is less than the cost of total trip mileage. For exceptionally long distances, flying may be the only feasible option, in which case the entire amount is eligible.

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7. Lone Star CASA will accept volunteer mileage reimbursement requests for volunteer travel made between September 1, 2024 – August 31, 2025. **However, these reimbursement funds are not guaranteed.** They will be processed in the order in which they are received, and Lone Star CASA then approves or denies the request based on the amount of funds available.
8. Volunteer Advocates requesting reimbursement must submit the reimbursement form (Request for Volunteer Mileage Reimbursement) and include the following:
  - a. Total number of trips taken,
  - b. Total number of children visited,
  - c. volunteer's name,
  - d. the case number,
  - e. address of origin for the travel,
  - f. address of child's placement,
  - g. the total number of miles travelled,
  - h. date of travel,
  - i. the dollar amounts requested,
  - j. Itemized receipts for any item that is not miles,
  - k. Supporting documentation including map showing distance

***Do not provide the child(ren)'s name on the reimbursement form.*** If the volunteer travels by air and that is the least expensive option, then a copy of the airfare receipt and flight information must also be submitted with the travel voucher. The travel voucher must be signed and dated by the volunteer and then submitted to their supervisor for review and approval. All relevant receipts must also be attached.

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