

Team River Runner Reimbursement Policy

All chapter expenses must be program-related, and approved through the Regional Coordinator, Program Director, or Executive Director.

Reimbursements should be submitted in a timely manner: within 60 days of expenditure

Examples of appropriate items to be reimbursed

- Fuel for vehicle(s) used by chapter leadership to transport members or equipment to/from Team River Runner programming.
- Items necessary to repair and/or replace Team River Runner-owned equipment.
- Food or water purchased for chapter programming (i.e. used at a chapter event involving multiple members) *Itemized receipts required.*

Examples of items unlikely to be approved for reimbursement:

(Keep in mind, however, many of these items may be written off as a personal tax deduction – for your work as a volunteer)

- Alcohol - per the Staff & Volunteer Conduct Policy, TRR never pays —or reimburses— for alcohol
- Personal gear or paddling equipment — TRR does have a relationship with multiple vendors for TRR members to receive steep discounts on certain items (have your chapter Coordinator ask Michelle@Teamriverrunner.org for more details)
- Personal meals and other personal expenses (unless approved by regional coordinator prior to the event)

Team River Runner Fundraising Policy

Chapters can set up fundraising programs which will need to be approved through regional coordinator, program director, or executive director. 90% of all chapter fundraiser donations go toward programmatic costs that are directly used for that chapter. The remaining 10% is placed in the National Unrestricted Account to be used for Chapters needing additional financial support for their local programming.

Chapter Funds

Chapter funds are kept in a restricted account that is monitored by the business manager and is part of our audit. All expenditures need to have an invoice.