

PEPtBO Policy on mileage reimbursement for volunteers

As a general rule, PEPtBO does not reimburse volunteers for mileage driven in relation to services provided to the Observatory.

However, volunteers may request an exemption to the rule based on any of the following circumstances:

1. If the cost of travel presents a barrier to the volunteer providing his or her services,
2. If the volunteer wishes to exchange a personal donation for a tax receipt for the value of mileage accrued as a result of volunteering,
3. If the volunteer accrued mileage is a result of attending a meeting or conference at the request of, and on behalf of, PEPtBO. (*)

Volunteers wishing an exemption to the policy may speak to the Treasurer who has the discretion to make a decision based on the circumstances and the budgetary impact.

If mileage reimbursement is deemed appropriate, claims for volunteering at the Observatory will be reimbursed for travel within the perimeters of Prince Edward County at the current CRA recommended rate. If the volunteer is travelling on PEPtBO business, all expenses will be reimbursed based on prior approval.

This policy is in effect for FY 2021.

(*) There is a separate policy for reimbursement of travel expenses other than mileage.