



STRENGTHENING THE VOICES OF CASA STATEWIDE

FY 2023 Direct Reimbursement Volunteer Travel CVC Funds Total Available Grant Funds: \$249,400

The purpose of the volunteer travel reimbursement funding is to help local CASA programs assist their 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 such as a placement visit. Paid staff persons serving in a “volunteer” capacity are not eligible.
2. Grant funds are to reimburse the local CASA program for eligible travel expenses already reimbursed to the volunteer, based on program’s travel policy.
3. These grant funds cannot be used to supplant or replace any other already budgeted funds paid for the travel being claimed.
4. Volunteer travel reimbursement requests must be submitted on the travel reimbursement form provided by Texas CASA or equivalent form that includes all fields as required in guideline number 12.
5. The volunteer’s travel must be at least **30 miles one way (60 miles roundtrip)** from the home of the volunteer being reimbursed, and the reimbursement request must include a Google Map (or equivalent) documenting the point-to-point mileage being claimed. Mileage being claimed must match mapped mileage.
6. Eligible travel expenses include mileage (when personal vehicle is used) up to the IRS rate unless Texas CASA specifies otherwise, 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.
7. 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. In this case, the request should include a note stating why a rental car was not possible (*e.g. Rental car agency is more than an hour away from the volunteer’s home*). The grant 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.
8. 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 as listed in #7. 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.

9. Local programs' requests for reimbursement must be submitted by the **10th calendar day of each month** and will be processed in the order of date received by Texas CASA.
10. Texas CASA will accept volunteer mileage reimbursement requests for volunteer travel made between **Oct. 1, 2022 – Sept. 30, 2023**; however, if funds are exhausted prior to **Sept. 30, 2023**, then no funds will be distributed after that point and all programs will be notified.
11. The ongoing balance of funding remaining from this grant can be found by going to the FY23 Volunteer Travel Grant on Texas CASA Online Data Manager (ODM). The balance updates after a request is 'Director Approved' and will not reflect requests still in process.
12. Local programs requesting reimbursement under this project must submit the Texas CASA reimbursement form (Request for Volunteer Mileage Reimbursement) and include the following:
 - a. volunteer's name,
 - b. the case number or child's initials,
 - c. volunteer's city of origin for the travel,
 - d. the destination city of child's placement,
 - e. the total number of miles traveled,
 - f. date of travel,
 - g. number of children visited,
 - h. a copy of the local program's mileage reimbursement rate policy (first request only),
 - i. the dollar amounts requested,
 - j. Supporting documentation including map showing distance and itemized receipts for any item that is not miles.

Do not provide the child(ren)'s name on the reimbursement form. In addition, a copy of a Google Map (or equivalent) documenting the point-to-point mileage being claimed must be attached. 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, their staff supervisor, and the board treasurer or designated alternate. All relevant receipts must also be attached.

13. Travel documentation, as specified above, must be submitted through the Texas CASA Online Data Manager (ODM).
14. **Multiple requests should be submitted under one direct reimbursement request including ones from prior months.**