Gulf Coast Rapid Tree Assessment Project

Volunteer Reimbursement Summary

Individuals who volunteer their time to the Gulf Coast Rapid Tree Assessment Project may be eligible for reimbursement of certain expenses for travel, lodging, a per diem for meals, and authorized on-site expenses. The following criteria must be met before a volunteer is eligible for reimbursement.

- 1. Volunteers are to fill out a volunteer application form.
- 2. Individuals and teams must participate in a training program conducted by the US Forest Service Southern Region.
- 3. Volunteer time can be no less than one week and no more than 2 weeks.
- 4. Volunteer is responsible for Workers Compensation Insurance and Liability Insurance. Proof of such insurance is required.

Upon completing their volunteer time, individuals can apply for reimbursement of qualified expenses through the Volunteer Reimbursement Form, attached or available through the ISA website under Gulf Coast Rapid Tree Assessment Project.

Travel to and from Gulf Coast region:

- Shared Ride none
- Personal vehicle Reimbursement to be made to the vehicle owner if a personal vehicle was utilized to travel to the Gulf Coast. Reimbursement rate to be \$.445/mile.
- Airfare Travel by commercial flights will require a copy of ticket stub or airline
 invoice and documentation of parking costs paid for your vehicle. Personal
 mileage to the airport or public transportation cost may also be submitted.

Expenses while in the Gulf Coast region:

- Personal vehicle Reimbursement to be made to the vehicle owner if a personal vehicle was utilized in travel throughout the Gulf Coast. Reimbursement rate to be \$.445/mile.
- Rental vehicle Reimbursement to be made based on Project approved rental car.
 These include vehicles in the Economy, Compact, Midsize and Standard Classifications. Will reimburse from copy of an invoice for the rental and gas receipts.

Meals and Lodging:

Meals will be calculated and reimbursed based on the travel dates involved for the locations served. Rates may be viewed at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC For meal, you will receive 75% of the per diem for the first and last day, and 100% for the days in between. You must provide a receipt to substantiate your claimed travel expenses for logging and ISA will reimburse up

to the per diem rate for the area. Please provide a receipt for any authorized expenses incurred costing over \$75.

Other Expenses:

- Small Equipment safety glasses, small tools, etc, that was purchased during the volunteer time to be used for the project may be reimbursable. A copy of the sales slip needs to be provided.
- Supplies and Services fax, copying, pens pencils etc. A copy of the sales slip needs to be provided.

Completed forms and accompanying documentation will be submitted to International Society of Arboriculture (ISA) at the following address:

ISA Attn: Jessica Lum 1400 West Anthony Drive P.O. Box 3129 Champaign, IL. 61826

Question or inquiries should be through ISA by contacting Jessica Lum at <u>Jlum@isa-arbor.com</u> or calling (217) 355- 9411 ext 221.

ISA reserves the right to review Reimbursement Form and determine whether a submitted expense is paid in full, in part, or not at all. ISA will make every effort to accommodate each request to a maximum amount as our resources allow.

Gulf Coast Rapid Tree Assessment Project International Society of Arboriculture

Volunteer Reimbursement Form

Volunteer expenses for the project fall into two categories; <u>Travel to and from the Gulf Coast</u>, and <u>Local Expenses on the Coast</u>.

<u>Travel to and from the Gulf Coast</u> may include either: 1) airfare and other expenses getting to & from the airport, or 2) personal vehicle mileage for those that drive.

<u>Local Expenses on the Coast</u> may include either: ¹⁾ authorized rental car and gasoline purchased, or ²⁾ personal vehicle mileage. In addition, volunteers will be reimbursed for per diem (Federal rate for the location) for the days involved with the project, and/or ³⁾ other expenses authorized (e.g. copying, equipment, supplies, etc.).

Volunteer Information					
Name:					
Organization:					
Address:					
City, State:		Z	p:		
e-Mail:					
Travel to and from the	Gulf Coast				
Date of travel to the Gulf (Coast:				
Date of travel h	nome:				
☐ Shared ride				Conly chec	 :k
☐ Personal ve	hicle (POV) used	Miles:		Only chec	ese
☐ Airfare:				travel opti	ons.
1) Attach tic	ket stub or airline inv	oice that shows c	ost		
1a) Airport p	arking cost:				
2) If applica	ble, POV mileage to	airport Mil	es:		
2a) or Public	Transportation cost	to airport:			
Local Expenses on the	Gulf Coast				
Vehicle Related Expenses	i				
☐ None				Conly chec	- k 🔽
☐ Personal ve	hicle (POV) used	Miles:		Only chec	ese
☐ Project app	roved rental car to	support the tre	e assessment:	local opti	ons.
1) Attach rei	ntal car invoice that	shows cost			
1a) Gasoline	e (flat tire) cost:				
Other Authorized Expense	:S				
Equipment:					
Supplies/Logistics:					
,					

Fill in yellow blocks that apply to your travel and expenses. Per diem will be calculated based on the travel dates and locations for this project.

In-Kind Report

The value of the time you are contributing to participate in this event and any expenses you incurred for which you are not seeking reimbursement, are an important part of our grant matching requirements. Without your in-kind matching report, we will not track this information and subsequently not be able to get the grant money that pays for your travel. Your time is valued at whatever your professional rate is, based on the cost to your organization. If you are a volunteer donating non-professional time, then value your rate at \$17.19 per hr.

Volunteer Hours Contributed

Preparation time	hours @ \$ per hour =
Travel time	hours @ \$ per hour =
Field time	hours @ \$ per hour =
Meeting time	hours @ \$ per hour =
Other in-kind time	hours @ \$ per hour =
Date:Other in-kind time	hours @ \$ per hour =
Date:Other in-kind time Date:	hours @ \$per hour =
	hours @ \$ per hour =
TOTAL:	hours @ \$ per hour =
	es for which you do not require reimbursement as they may be
used in our in-kind match	<u>report</u> .
Travel	Mileage
Parking	Lodging
Cabs/Metro	Meals
Printed Materials & Handouts	Other
SIGNATURE	DATE

Gulf Coast Rapid Tree Assessment Project

In connection with my voluntary involvement in activities undertaken for, and with the participation and support of Gulf Coast Rapid Tree Assessment Project, a cooperative project of the Mississippi Forestry Commission, the Louisiana Department of Agriculture & Forestry, local municipalities, community groups, Davey Resource Group (DRG), the Society of Municipal Arborists (SMA), the International Society of Arboriculture (ISA), the Environmental Systems Research Institute (ESRI), Geospatial Information & Technology Association (GITA), (all entities are hereby and hereafter referred to as "the GCRTAP coalition entities"), I hereby agree, for myself, my heirs, assigns, executors, and administrators that::

- 1. The risk of injury from the activities involved in this project is significant, including the potential for permanent paralysis and death, and while particular skills, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,
- 2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
- 3. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the GCRTAP coalition entities immediately; and,
- 4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE, DISCHARGE, INDEMNIFY, AND HOLD HARMLESS the GCRTAP coalition named above, their respective officers and directors, officials, agents and/or employees, volunteers, other participants, sponsoring agencies, sponsors, advertisers, and, if applicable, owners and lessors of premises used for the activity ("Releasees"), from all claims, demands, and actions for injuries sustained to my person and/or property as a result of my involvement in such activities, whether or not resulting from negligence of the releasees or otherwise, and from any cause or action, claim, or suit arising there from to the fullest extent permitted by law.

I hereby grant permission to the Mississippi Forestry Commission, the Louisiana Department of Agriculture & Forestry, local municipalities, community groups, Davey Resource Group (DRG), the Society of Municipal Arborists (SMA), the International Society of Arboriculture (ISA), the Environmental Systems Research Institute (ESRI), Geospatial Information & Technology Association (GITA) to use any photographs or other recordings for any legitimate purpose.

I hereby attest that my attendance and involvement in such activities is voluntary, that I am participating at my own risk.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Name	Signature	Organization	Date

Gulf Coast Rapid Tree Assessment Project

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- 2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
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I hereby grant permission to the Mississippi Forestry Commission, the Louisiana Department of Agriculture & Forestry, local municipalities, community groups, Davey Resource Group (DRG), the Society of Municipal Arborists (SMA), the International Society of Arboriculture (ISA), the Environmental Systems Research Institute (ESRI), Geospatial Information & Technology Association (GITA) to use any photographs or other recordings for any legitimate purpose.

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Name	Signature	Organization	Date

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<u>Local Expenses on the Coast</u> may include either: ¹⁾ authorized rental car and gasoline purchased, or ²⁾ personal vehicle mileage. In addition, volunteers will be reimbursed for per diem (Federal rate for the location) for the days involved with the project, and/or ³⁾ other expenses authorized (e.g. copying, equipment, supplies, etc.).

Volunteer Information					
Name:					
Organization:					Project: Jan 23-30, 2006 Biloxi, MS
Address:					Ocean Springs, MS
City, State:			Zip:		1 3 1
e-Mail:					
Travel to and from the	Gulf Coast				
Date of travel to the Gulf (Coast:				
Date of travel h	iome:				
☐ Shared ride					Only check ☑
☐ Personal vel	hicle (POV) used	Miles:			one of these
☐ Airfare:					
1) Attach tic	ket stub or airline i	nvoice that show	vs cost		
1a) Airport p	arking cost:				
2) If applical	ble, POV mileage t	o airport	Miles:		
2a) or Public	Transportation cos	t to airport:			
Local Expenses on the	Gulf Coast				
Vehicle Related Expenses	i				
☐ None					— Conly check ☑ ————
☐ Personal vel	hicle (POV) used	Miles:			one of these
☐ Project app	roved rental car	to support the	tree ass	essment:	local options.
1) Attach rer	ntal car invoice tha	t shows cost			
1a) Gasoline	e (flat tire) cost:				
Other Authorized Expense	s				
Equipment:					
Supplies/Logistics:					

Fill in yellow blocks that apply to your travel and expenses. Per diem will be calculated based on the travel dates and locations for this project.

In-Kind Report

The value of the time you are contributing to participate in this event and any expenses you incurred for which you are not seeking reimbursement, are an important part of our grant matching requirements. Without your in-kind matching report, we will not track this information and subsequently not be able to get the grant money that pays for your travel. Your time is valued at whatever your professional rate is, based on the cost to your organization. If you are a volunteer donating non-professional time, then value your rate at \$17.19 per hr.

Volunteer Hours Contributed

	hours @ \$ per hour =	
Travel time	hours @ \$ per hour =	
Field time	hours @ \$ per hour =	
Meeting time	hours @ \$ per hour =	
Other in-kind time Date:	hours @ \$ per hour =	
	hours @ \$ per hour =	
	hours @ \$per hour =	
Other:	hours @ \$ per hour =	
TOTAL:	hours @ \$ per hour =	
	hours @ \$ per hour = hich you do not require reimbursement as they may b	<u>e</u>
Please report those expenses for w	hich you do not require reimbursement as they may b	_
Please report those expenses for wlused in our in-kind match report.	hich you do not require reimbursement as they may b Mileage	_
Please report those expenses for wheel	hich you do not require reimbursement as they may b Mileage Lodging	
Please report those expenses for wlused in our in-kind match report. Travel Parking	Mileage Lodging Meals	