

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 lodging 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 Jlum@isa-arbor.com 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; Travel to and from the Gulf Coast, and Local Expenses on the Coast.

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

Local Expenses on the Coast 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:		Zip:	
e-Mail:			

Travel to and from the Gulf Coast			
Date of travel to the Gulf Coast:			
Date of travel home:			
<input type="checkbox"/> Shared ride			
<input type="checkbox"/> Personal vehicle (POV) used	Miles:		
<input type="checkbox"/> Airfare:			
1) Attach ticket stub or airline invoice that shows cost			
1a) Airport parking cost:			
2) If applicable, POV mileage to airport	Miles:		
2a) or Public Transportation cost to airport:			

} Only check one of these travel options.

Local Expenses on the Gulf Coast			
Vehicle Related Expenses			
<input type="checkbox"/> None			
<input type="checkbox"/> Personal vehicle (POV) used	Miles:		
<input type="checkbox"/> Project approved rental car to support the tree assessment:			
1) Attach rental car invoice that shows cost			
1a) Gasoline (flat tire) cost:			
Other Authorized Expenses			
Equipment:			
Supplies/Logistics:			

} Only check one of these local options.

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.

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).

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 _____ hours @ \$_____ per hour = _____

Date: _____

Other: _____ hours @ \$_____ per hour = _____

TOTAL: _____ hours @ \$_____ per hour = _____

Please report those expenses for which you do not require reimbursement as they may be used in our in-kind match report.

Travel _____ Mileage _____

Parking _____ Lodging _____

Cabs/Metro _____ Meals _____

Printed Materials
& Handouts _____ Other _____

SIGNATURE _____

DATE _____

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Volunteer Information			
Name:			
Organization:			
Address:			
City, State:		Zip:	
e-Mail:			

Project: Jan 23-30, 2006
 Biloxi, MS
 Ocean Springs, MS

Travel to and from the Gulf Coast			
Date of travel to the Gulf Coast:			
Date of travel home:			
<input type="checkbox"/> Shared ride			
<input type="checkbox"/> Personal vehicle (POV) used	Miles:		} Only check <input checked="" type="checkbox"/> one of these travel options.
<input type="checkbox"/> Airfare:			
1) Attach ticket stub or airline invoice that shows cost			
1a) Airport parking cost:			
2) If applicable, POV mileage to airport	Miles:		
2a) or Public Transportation cost to airport:			

Local Expenses on the Gulf Coast			
Vehicle Related Expenses			
<input type="checkbox"/> None			
<input type="checkbox"/> Personal vehicle (POV) used	Miles:		} Only check <input checked="" type="checkbox"/> one of these local options.
<input type="checkbox"/> Project approved rental car to support the tree assessment:			
1) Attach rental car invoice that shows cost			
1a) Gasoline (flat tire) cost:			
Other Authorized Expenses			
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.

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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 _____ hours @ \$_____ per hour = _____

Date: _____

Other: _____ hours @ \$_____ per hour = _____

TOTAL: _____ hours @ \$_____ per hour = _____

Please report those expenses for which you do not require reimbursement as they may be used in our in-kind match report.

Travel _____ Mileage _____

Parking _____ Lodging _____

Cabs/Metro _____ Meals _____

Printed Materials
& Handouts _____ Other _____

SIGNATURE _____

DATE _____