



WRHA VOLUNTEER SERVICES GOOD PRACTICE GUIDELINE MANUAL

Good Practice Guideline: Bus Fare, Parking and Mileage Expenses – Direct Service and Collaborative Volunteers	Reference # 5.11	Page 1 of 2
	Approved: J.Edwards	Date: 15/09/04 Reviewed/ Revised: November 2011

GOOD PRACTICE DESIRED OUTCOME:

Volunteer entitlement for bus fare, parking and mileage expenses while volunteering will be clear.

DEFINITIONS:

Bus fare includes adult, student/senior and Handi-Transit costs/tickets.

Parking includes parking expenses, meter and parking lots.

Mileage includes travel costs incurred while a volunteer uses their own vehicle for WRHA Volunteer Services purposes. This does not cover any expenses to and from the volunteer’s residence or departing location to their volunteer placement.

GOOD PRACTICE GUIDELINES:

1. All WRHA volunteers are reimbursed for bus fare, parking and mileage expenses incurred as a direct result of the volunteer activities, if required. Some programs will provide taxi payment with prior approval and arrangement through the service area.
2. Students or work experience volunteers who receive bus fare, parking or mileage through their school or work experience referral agency are not eligible for volunteer services transportation support.
3. Volunteers will complete a WRHA “Expense Claim Form” to collect bus fare benefits or WRHA “Car Allowance Form” for parking and/or mileage benefits and return the form to the



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Manager of Volunteer Services for authorization and reimbursement. Where parking lot expenses are incurred or bus tickets are purchased, a receipt must be submitted.

4. Reimbursement will be made through direct deposit to the volunteer’s bank account. A void cheque is required or arrangements can be made through the volunteer’s financial institution to deposit directly to a savings account. If the reimbursement is a one time event, then a cheque can be issued directly to the volunteer.
5. The volunteer’s placement supervisor will make special arrangements for volunteers involved in shifts that take place outside of regular office hours.
6. The volunteer’s placement supervisor will encourage volunteers to car-pool to save parking and/or mileage expenses where several volunteers are engaged in a common volunteer activity.
7. The volunteer’s placement supervisor and the Manager of Volunteer Services is responsible for monitoring the frequency of use, and identifying situations where a monthly bus pass or parking pass would be more cost efficient.

Source: New

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Reviewed/Revised: Suzie Matenchuk, Manager Volunteer Services and Jeanette Edwards, Regional Director Primary Health Care and Chronic Disease