



North Valley Animal Disaster Group Standard Operating Guidelines

Title: EXPENSES

Objective: Provide clear guidelines for possible reimbursement of expenses

Description:

- Personal expenses: Volunteer's personal expenses are not reimbursed. These include Go-Bag items, clothes, comfort items and driving expense. NVADG provides Personal Protective Equipment (PPEs), equipment and supplies to perform evac and shelter duties.
- Mileage: With some exceptions for volunteers towing NVADG or pre-authorized evacuation trailers, mileage is not reimbursed by NVADG. Butte County may reimburse for mileage providing detailed logging of miles is kept and the proper documentation form is completed. See Policies for the current procedure and form. NVADG may reimburse for mileage if Butte County does not. Final determination is made by the NVADG Board and will vary by the incident and/or training circumstances. No mileage will be reimbursed without full documentation on 214s and Sign in Sheets.
- Supplies needed during an incident: Butte County has strict processes for purchasing/procurement. These processes must be followed, or NVADG will have to pay the cost of the purchase or service.
- Supplies other than during Butte County incident: NVADG does year-round fundraising to buy supplies for sheltering and evacuation operations. Expenses are approved by the NVADG Board of Directors based on cost and need.

Related Documents Attached: n/a

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