



OUTDOORS AT UVA

Reimbursement Policy and Instructions

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outdoors-officers@virginia.edu

Outdoors at UVa
P.O. Box 400444
Charlottesville, Virginia 22904



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Preface

The reimbursement of various expenses is one of the many benefits of joining Outdoors at UVA! The club's reimbursement policy is meant to facilitate trips and lower the barrier to entry of adventuring outside.

Outdoors at UVA is a Contracted Independent Organization (CIO). CIOs receive money from the Student Council, which derives its funds from the Student Activities Fee. It is important to recognize the privilege we are afforded to have the Student Council reimburse many of our expenses.

Tweaked and perfected by generations of officers, our reimbursement policy reflects what the officers think is the most sustainable and fair way to help club members get outside. Using a combination of member dues and Student Council funds, our club supports trips of all sizes. We encourage local trips as they are the most accessible to the club's members. They are the backbone of our club.

Not everything is reimbursable by the club, however, and there are certain requirements that must be satisfied for some things to be reimbursed. This document contains all the information you need to know about what is reimbursable and how to get reimbursed.

What We Currently Reimburse

Subject to certain constraints and requirements, we reimburse:

- Gas, lodging, and food costs incurred on club trips
- National Park Passes
- Wilderness First Aid certifications
- The full cost of dues for trip leaders that lead 4 trips within the span of their membership term



Reimbursement Policy

Below are the policies and eligibility requirements for reimbursement of the above items. Details on how to fill out our reimbursement form and get reimbursed can be found later in this document.

Gas

Our year-round gas policy is that each vehicle's gas cost is reimbursable up to \$150! We also reward drivers with a 50% tip, which is capped at \$20 (per car).

The club only reimburses gas used during trips. Thus, drivers must fill up their gas tanks right before the trip's departure at their expense, and each car should be filled upon return to Charlottesville, also at their expense. If it is readily apparent that a car was not filled up before the trip, the officers will deny reimbursement for that car.

Other requirements must also be met for a car to be eligible for gas reimbursement:

Day Trips:

To be eligible for gas reimbursement, a trip must:

- **Have a minimum of three attendees**, one of whom must be a student at UVA.
- **Have no fewer than 3 people per car.**
 - o Or demonstrate an absolute need for empty car space to haul gear.
- **Have been announced to the club (via website/email) at least 24 hours in advance of the departure time.**
- **Have a destination at least 15 miles from their departure point.**

To be clear, a trip may be posted that does not adhere to these guidelines, but you should note (in the trip description) that expenses will not be reimbursed and will be shared among the trip attendees.



Overnight and multi-night trips:

Longer trips have requirement *in addition* to the requirements above:

- A one night trip must be announced at least 48 hours before the trip departure time.
- A two or three night trip must be announced at least 72 hours before the trip departure time.
- Any trip four nights or longer (e.g. spring break trip) must be posted a week before the departure time.

These are absolute minimum notice times, upon which we believe club members can react to announced trips and decide to attend or not. However, we strongly encourage posting far in advance, allowing others plenty of time to decide on adventures to pursue. Some types of trips (e.g. Peak climbing trips) have a maximum allowed number per week. Any trips beyond this maximum are not eligible for reimbursement (expenses must be shared among attendees).

If it is readily apparent to the officers that a car was not necessary for a trip, we will deny reimbursement for that car. For instance, a third car leaving at an earlier or later time than the posted departure for merely personal convenience when two cars would have sufficed would not be reimbursed even if all three cars had three persons per car.

Airplane tickets or other forms of transportation are not reimbursable at this time.

Gas is one of our biggest expenses, and that's fine! We want people to get outside. The flip side is that money is limited, so we like to see efficiency (fuel efficiency plus maximizing car loads).

Another thing to keep in mind about gas is that the Student Council only reimburses the club for gas when the destination is at least 50 miles away from the departure point (at least a 100 mile round trip). Although the club will still reimburse the gas cost, the money will be coming out of the club's pocket rather than the Student Council's budget. So, if you're ever on the fence between leading a hike that's, for instance, 45 miles away and leading another hike that's 55 miles away, you'd be doing a service to the club to lead the hike that's farther away.



Lodging

For lodging reimbursements, we differentiate between indoor lodging and outdoor lodging. We define the types of lodging below, as best as we can a priori. If you are in doubt, either ask an officer or assume that it qualifies as indoor lodging. As with gas, you can only be reimbursed for lodging costs incurred while on club trips.

Indoor Lodging:

The reimbursement rate for indoor lodging is capped at \$5 per person per night (that the person is actually present). If your lodging structure has (at least) four walls and requires no setup, assume it qualifies as indoor lodging. If the space in which you sleep has any one of these utilities: electricity, heating, or plumbing, then this absolutely counts as indoor lodging. Thus, hotels, motels, and cabins (even PATC cabins) are indoor lodging.

Outdoor Lodging:

The reimbursement rate for outdoor lodging is capped at \$10 per person per night (that the person is actually present). If your lodging option does not qualify as indoor lodging, then it probably qualifies as outdoor lodging. Tent, hammock, or sleeping under the stars at a campground will qualify as outdoor lodging. Lean-to shelters count as outdoor lodging.

Food

Only service trips are eligible for food reimbursement - up to \$7 per person per day. This is intended to allow volunteers (attendees) to have a snack or lunch, and to help promote service trips.

To qualify as a service trip, the trip should focus on conserving our environment and/or making an outdoor area safer and more enjoyable for those that use it. If you are unsure about what qualifies as a service trip, contact the officers. Some appropriate service trips are:

- Clean up projects (e.g. highway, stream)
- Tree / shrub planting (gardens, like UVA gardens do NOT count)
- Trail building / maintenance



Park Passes

The following passes can be reimbursed AFTER you meet the associated requirements and provide sufficient proof of purchase:

- Shenandoah National Park passes (\$50), on the grounds that you have attended 4 trips to the park (SNP) where the pass is required within a year (and after having purchased the pass).
- America the Beautiful passes, which costs \$80, will be reimbursed at the same rate as Shenandoah National Park passes (\$50) only after you have led 4 trips to any National park where the pass is required within a year (and after having purchased the pass).

Wilderness First Aid/Responder Certifications

Wilderness First Aid (WFA) and Wilderness First Responder (WFR) certifications are eligible for partial or full reimbursement on the grounds that you have led 6 trips for the club within a year after receiving the certification, where the trip destinations are "beyond the golden hour."

Specifically, after leading those 6 trips, WFA certifications are fully reimbursed and WFR certifications are reimbursed up to the full cost of a WFA certification (usually around \$200).

A former club member runs a company that provides Wilderness First Aid courses, and gives discounts to club members. See <https://www.solowfa.com/> for more information.

Membership Dues

Membership dues can be fully reimbursed if a member has led 4 trips within the span of their current membership term with the club. This reimbursement can be paid in the form of a free membership renewal, check, or cash.

Other Expenses

Although rare, the club will sometimes be able to reimburse for expenses outside of those listed above. These reimbursements must be approved by the officers on an individual basis, and we offer no guarantee that similar expenses will be reimbursed in the future.



How to Get Reimbursed

If you'd like to be reimbursed for gas, lodging, and/or food costs incurred on club trips, you will need to correctly fill out a reimbursement form and submit it to an officer along with some other things (details below). **A great time to submit a reimbursement form is at a gear room - the officers who lead gear rooms can usually write reimbursement checks on the spot.** If for some reason an officer cannot reimburse you on the spot, you should hold onto the form until you can submit it to someone who does have the ability to reimburse (executive officers). Alternatively, you can submit the form and request to be paid via Venmo or Paypal (not recommended, but allowed).

Note: All reimbursement forms (needed for trip related reimbursements) are due within 30 days of the trip that incurred the costs to be reimbursed.

Failure to submit a reimbursement form within this timeframe will result in a loss of your ability to seek reimbursement from the club.

This 30-day rule does not apply to the reimbursement of park passes, WFA certifications, and member dues, for which a form is not necessary - simply provide proof of purchase to an officer that can reimburse.

How to approach gas reimbursement:

There are multiple ways to go about gas reimbursement. Here are some options:

1. Immediately after returning from a trip, each driver can independently pay for their gas, keep the receipt, and submit a reimbursement form themselves to an officer.
2. The trip leader can coordinate with all the drivers to meet at the same gas station upon return to Charlottesville immediately after a trip so that the leader can pay for everyone's gas, keep the receipts, and submit a reimbursement form. Since gas tips are meant for drivers (to pay for wear and tear incurred on trips), the leader will need to make sure they send the appropriate tip amounts to the drivers. The leader in this case would also need to get all of the driver's signatures on the reimbursement form.

All of these options assume the drivers had a full tank of gas prior to the trip's departure. This is a requirement to get reimbursed!



How to Fill Out the Form:

1. Fill out the columns for "Departure Date," "Return Date," "From," and "To." There must be two rows for each car: one row for each way traveled (e.g. one row for traveling from Charlottesville to Humpback Rocks, the other row for traveling from Humpback Rocks to Charlottesville).
2. Under the column "Purpose/Reason for Travel," write "Official club trip" for both rows that apply to each car.
3. Under the column "Gas Cost (\$)," divide the total gas cost for a car by two, and use this value for both of the rows that apply to that car.
4. Under "Mapquest Attached," just put a check mark for all cars. (More about this below)
5. Under the "ODC Tips" and "ODC Food + Lodging Costs" columns, put the correct value in any one of your two rows per car. If you are leading a service trip, put your food cost in the respective column.
6. Underneath the table, **IGNORE** the reimbursement rate chart on the left.
7. **FILL OUT THE TRIP NAME.**
8. **SIGN YOUR NAME AND DATE AS THE DRIVER.**
9. If you are a trip leader turning in this form for multiple people, **you will need all the drivers to sign the back of the form.** [The reimbursement form PDF](#) has an extra page for more signatures. To conserve paper, use a printer with double-sided printing capabilities or only print the first page if you do not need the second page (if there's only one car on the trip).



Receipts and Google Maps Printout:




Along with a completed form, you **must** submit (preferably stapled to the form):

- 1. Physical receipts for gas, food, or lodging costs. Online bank statements **will not** be accepted in place of receipts. If your gas pump isn't printing receipts, go see the gas station's cashier and tell them your pump #.
- 2. Printed Google Maps or MapQuest text directions **from** the departure location **to** your destination.

To print Google Maps Directions:

- 1. Enter the departure/destination locations in google maps
- 2. Select (click) the route that you drove for the trip. Your screen should now have the picture to the right of this text. Click on the printer icon and print the directions (text only). You do not need the picture map.
- 3. Staple the printed directions to the Reimbursement form along with the receipts.

← from Charlottesville, Virginia
to Humpback Rock, Rockfish, VA 22920

58 min (46.4 miles)   

via I-64 W
Fastest route, the usual traffic

Charlottesville
Virginia

- > Get on I-64 W in Scottsville from VA-20 S
6 min (1.8 mi)
- > Follow I-64 W to S Delphine Ave in Waynesboro. Take exit 96 from I-64 W
22 min (24.8 mi)
- > Take Mt Torrey Rd to Blue Ridge Pkwy in South River
31 min (19.8 mi)

Humpback Rock
Rockfish, VA 22920

If the destination location doesn't show up when you search Google Maps (e.g. if it's an obscure trailhead), try to manually select your best estimate of the destination area on Google Maps. Hikingupward.com usually has a Google Maps coordinate link to the destination in their hike descriptions.

That's it! The next page of this document contains an example trip/reimbursement form. Again, if you have any questions, don't hesitate to contact the officers at outdoors-officers@virginia.edu!



Completed Reimbursement Form Example:

This is for a trip to **Humpback Rocks** on **11/30/17**. There were two drivers, **Stephanie Roatis** and **Jim Old**. Since Jim drives the biggest gas-guzzling car in the entire club, his gas costs a bit more! This is okay, the Student Council will recognize this. Notice that each driver separated their drive into two lines. Steph was the trip leader and filled out the form for both her and Jim. Steph and Jim will **both** have to sign at the bottom, however. **(Actual signatures, rather than typed text must be used).**



OUTDOORS @ UVA
MILEAGE REIMBURSEMENT LOG FY 17/18

Dean of Students Business Services
4th Floor Newcomb Hall (Room 464)
Hours 8 AM to 5 PM

NAME OF ORGANIZATION: Outdoors @ UVA **ROLLING ROUND:** _____
PAYEE (Recipient of the Check/Reimbursement): Outdoors @ UVA **DATE:** 12/5/17

Departure Date	Return Date	From - Place, City, State	TO - Place, City, State	Miles Traveled (one way)	Purpose/Reason for Travel	Gas Cost (\$)	Google Map Attached	ODC Tips (50%, capped at \$20) (Studco ignore)	ODC Food + Lodging Cost (\$) (Studco ignore)
11/30/17	11/30/17	Charlottesville, VA	Humpback Rocks	46.4	official ODC trip	6.43	✓		
11/30/17	11/30/17	Charlottesville, VA	Humpback Rocks	46.4	official ODC trip	6.43	✓	6.43	
11/30/17	11/30/17	Charlottesville, VA	Humpback Rocks	46.4	official ODC trip	\$10.22	✓		
11/30/17	11/30/17	Charlottesville, VA	Humpback Rocks	46.4	official ODC trip	\$10.22	✓	10.22	
				185.6		33.3		16.65	

Total Miles	0
Member Mileage Rate (\$.35 per mile)	\$0.25
Guest Speaker Mileage Rate (\$.50 per mile)	\$0.35
Total Mileage Reimbursement	\$0.00
Tolls	\$33.30

TRIP NAME Sunrise Hippy Hoppity Hike at Humpback

Signature of Driver Stephanie Roatis **DATE** 12/5/17
Additional Signature Lines for multiple Travelers on back this form

The Expenditure Voucher Form must accompany this document, along with proof of travel (i.e. fuel receipts from destination, conference/event brochure, tournament results, coach/advisor confirmation of travel)

Signature of Driver Jim Old **DATE** 12/5/17

Signature of Driver _____ **DATE** _____

Signature of Driver _____ **DATE** _____

Signature of Driver _____ **DATE** _____

Signature of Driver _____ **DATE** _____

