



## **Humane Animal Rescue Volunteer Reimbursement Policy**

At Humane Animal Rescue, we deeply value the contributions of our volunteers and recognise that they may incur expenses while carrying out their duties to support our organization's mission. This Volunteer Reimbursement Policy outlines the process for volunteers to request reimbursement for eligible expenses related to veterinary care, animal food, or supplies.

We strive to provide everything and constantly source donations for supplies for animals as well as working with partner vets. Any purchases for foster animals will need to be approved to be eligible for reimbursement.

### **Eligible Expenses:**

1. **Veterinary Care:** Volunteers may be reimbursed for expenses incurred for veterinary care provided to animals under the care of Humane Animal Rescue, subject to approval by a case manager.
2. **Animal Food and Supplies:** Volunteers may be reimbursed for expenses related to the purchase of animal food, supplies, or other necessary items directly benefiting the animals in our care.

### **Reimbursement Process:**

1. **Expense Incurred:** Volunteers must first incur the expense for eligible items or services on behalf of Humane Animal Rescue.
2. **Receipt Retention:** Volunteers are responsible for retaining a valid receipt or invoice as proof of the expense incurred. The receipt should clearly indicate the date, amount, description of items or services purchased, and the vendor's information.

3. Submission of Reimbursement Request: Volunteers should submit a reimbursement request to [contact@humaneanimalrescueaus.org](mailto:contact@humaneanimalrescueaus.org) within a reasonable timeframe after incurring the expense. The reimbursement request must include:
  - Volunteer's full name
  - Description of the expense (e.g., veterinary care, animal food, supplies)
  - Date of the expense
  - Total amount spent
  - Attachments: A scanned or digital copy of the receipt or invoice
4. Bank Details: Volunteers must provide their bank account details (including account name, BSB, and account number) in the reimbursement request to facilitate the electronic transfer of funds.
5. Approval and Processing: Upon receiving the reimbursement request and verifying the eligibility of the expense, Humane Animal Rescue will approve the reimbursement and initiate the reimbursement process. Reimbursements will be processed within 7 days of receiving the reimbursement request and necessary documentation.
6. Notification: Volunteers will receive confirmation via email once their reimbursement request has been processed and the funds have been transferred to their designated bank account.

**Additional Guidelines:**

- Reimbursement requests must be submitted within a reasonable timeframe following the expense being incurred, typically within 30 days.
- Humane Animal Rescue reserves the right to request additional information or documentation to verify the validity of the expense.
- Reimbursements will be made in the currency of the country where the volunteer is located, unless otherwise specified.
- Volunteers are encouraged to consult with Humane Animal Rescue staff or designated representatives if they have any questions or concerns regarding eligible expenses or the reimbursement process.