

## **REIMBURSEMENT PROCESS FOR RATC VOLUNTEERS**

### **Roanoke Appalachian Trail Club**

Thank you for volunteering your time and talents to help maintain the Roanoke Appalachian Trail Club's section of the AT or its boundaries! You may be reimbursed for expenses related to your work using the following guidelines.

1. **PRIOR APPROVAL.** Contact the volunteer in charge of the project area (typically the Trail Supervisor, Land Management Supervisor, or Shelter Supervisor) for prior approval, before you make any purchases. This can be by phone, in person or by email. Written approval is not required. The club maintains a storage shed with supplies and equipment, such as pulaskis and chainsaws, and can issue these items to workers. Reimbursements are typically for small and/or perishable supplies such as paint brushes, paint for painting blazes, paint scrapers, work gloves, clippers, bar oil for chainsaws, and gas for chainsaws and weedwhackers.
2. **CHECK REQUEST.** Complete the Check Request form and submit it to the Treasurer along with the appropriate receipt(s). You can obtain an electronic copy of the Check Request Form from the volunteer in charge of the project area (typically the Trail Supervisor, Land Management Supervisor, or Shelter Supervisor). Send the completed Check Request to the club's post office box: Roanoke Appalachian Trail Club, PO BOX 12282, ROANOKE VA 24024-2282.