



Kansas Operation Lifesaver, Inc.

Operation Lifesaver Authorized Volunteer (OLAV)
Expense Account Reimbursement Policy

Effective August 27, 2020

It is the purpose of the Kansas Operation Lifesaver, Inc. policy to provide reimbursement to Operation Lifesaver Authorized Volunteers (OLAV's) for meals, lodging, mileage, parking, and toll expenses incurred. These expenses must be reasonable and necessary for conducting Operation Lifesaver activities.

All expenditures must have a receipt attached to the expense account form.

Meal, including tip, will be paid when the activity is before, during or after the OLAV's normal meal period time and the activity location distance exceeds 30 miles from your home.

Lodging must be pre-approved by the State Coordinator.

Mileage will be paid from home to the activity location and return to home based on the current IRS Volunteer Mileage Rate.

Expenses paid or reimbursed by an employer or by other means will not be reimbursed by Kansas OL

KS OL expense account form is required to record expenses.