

## TROOP 993

### Travel Expense Policy

#### **REASON:**

During the course of the year, Troop 993 needs the assistance of parents and leaders to transport scouts to numerous events. The troop will reimburse drivers for gasoline provided the conditions prescribed below are met. The troop will make every attempt to minimize the number of vehicles driving to any single location by maximizing the number of occupants per vehicle.

#### **CONDITIONS:**

1. NO reimbursement will be made for trips of 50 miles or less, unless the driver is transporting a troop trailer.
2. Drivers will NOT receive compensation when space has been made available in other vehicles, and they elect to drive for personal reasons.
3. All vehicles being used for transportation must depart with a full tank and fill up immediately upon return.
4. Drivers must provide a receipt in order to receive reimbursement.

#### **EFFECTIVE DATE OF POLICY:**

August 10, 2007