



Meals on Wheels | Family Respite Centre | Health Promotion Services | Community Integration

Volunteer Program

Reimbursement Policy and Procedure: Meals on Wheels (MOW)

The Health and Home Care Society of BC (Care BC) acknowledges that volunteering is a commitment of time and energy and that there should be no financial costs incurred by the volunteer. All volunteer drivers with Meals on Wheels will be offered a reimbursement for mileage as determined by the Care BC Board of Directors.

Policies:

- Mileage reimbursements for both Meals on Wheels Route Drivers and Meal Couriers are paid to volunteers at the Care BC rate.
- Meals on Wheels drivers may only claim mileage reimbursement.
- No reimbursement will be available to volunteers who use car partnerships, bikes, or who act as servers.
- Care BC will strive to offer reimbursement in line with current Canada Revenue Agency standard mileage rates as far as the budget allows.

Procedure:

1. Submit a Care BC "Volunteer Reimbursement Form" to be processed for reimbursement. Guidelines for claiming mileage and completing the form are included.
2. If you choose, you can donate your reimbursement (or a portion of this reimbursement) back to Care BC to benefit the program of your choice. Care BC will provide a tax receipt at the end of February each year, if mileage reimbursements are donated back to Care BC.

Care BC cannot offer mileage reimbursement in advance.

Review Date: January 2016