

HOW TO SUBMIT YOUR VOLUNTEER OUT OF POCKET EXPENSES

DOCUMENTS

Expense Claim Form (excel) (linked) - **This template is for you to log all your receipts and your drives**. Feel free to add as many lines as you need. Please complete the form, sign it and return it together with the Volunteer Out of Pocket Expenses Cover Page, and your receipts. If you have been keeping track of your own spreadsheet, that is fine, as long as all the required info is provided.

Required documentation

DRIVING EXPENSES

1. For driving expenses, volunteers must provide a driving log which includes the date of each drive, the start address, the end address and the return address, the purpose of the drive and/or the name of the cat transported, as well as the total number of kilometers.
2. Acceptable mileage claims can be made for transportation to and from a vet clinic, to and from one of the TAS shelters or other pick up location and to and from an adopt-a-thon.
3. **Uber charges and 407 toll charges are not included.** In Emergency situations such as urgent foster moves or medical urgency, Uber charges can be submitted for reimbursement but **MUST** be approved by healthcare lead via email prior
4. *If you have already been paid or you have been reimbursed for a drive with a gift card, you cannot claim it as a volunteer out of pocket expense.*

RECEIPTS - **Reminder to please EXCLUDE HST from your submission**

Receipts must include the name of the store where the item was purchased, the date the item was bought and the amount of tax separated out. Only food and litter are eligible expenses. Each receipt must be allocated to a TCR cat(s), therefore the expense report must include the name of the cat(s)

Best practise would be to separate food and litter purchases for your foster cats from other purchases.

If possible, submit receipts that are just for your foster cats, and not receipts that have other items on them – but if this isn't possible, please **clearly indicate the foster related expenses on the receipts**.

When and what to Submit

It will be the responsibility of the volunteer to submit the claims form and supporting documentation for reimbursement or tax donation receipt within 30 days of the last quarter for which the receipts are being submitted.

1. Signed and completed expense forms must be submitted within 30 days of each quarter. Please only include receipts for the quarter you are submitting for. Any receipts for the next quarter will not be processed.
2. **Once per year - signed and completed Volunteer Out of Pocket Expenses COVER PAGE will be required at the end of the year**

Deadlines are as follows:

Q1: Jan/Feb/Mar deadline is April 30th
Q2: April/May/June deadline is July 31st
Q3: July/Aug/Sept deadline is Oct 31st
Q4: Oct/Nov/Dec deadline is Jan 31st

How to Submit

Option 1

Submit hard copies by mailing the two forms and the original receipts to:
Toronto Cat Rescue
4229-C Dundas St. West
Toronto, ON M8X 1Y3

Option 2

Email the two forms and a scan/pdf of the receipts to expenses@torontocatrescue.ca Please note that

- The Volunteer Out of Pocket Expenses Cover Page **must be dated and signed** (either a scanned signature or an electronic signature is acceptable).
- The copies of the receipts must be fully readable. Photos/scans where the amounts, the date and the items' descriptions cannot be clearly read will not be accepted.

Don't Forget

Whether you submit electronically or by regular mail, please make sure to **email a copy of the spreadsheet in excel format** to expenses@torontocatrescue.ca as this will speed up the checking process.

If you have any questions, please feel free to contact expenses@torontocatrescue.ca

Thank you very much for your contribution and dedication to Toronto Cat Rescue!