

Reimbursement Request and Volunteer Hour Reporting Instructions

For National Park Service, Bureau of Land Management and General OCTA use

Reimbursement Request Form

This form was designed primarily for use with NPS projects, but can be used for BLM as well. Use Form A when you wish to apply for reimbursement for an activity you completed for NPS or BLM and OCTA. Submit within 30 days of the activity.

- Put the project name, your name, the date you fill in the form, the general location, and the activity.
- Fill in a separate column under **Expenses** for each separate date that you do activities. (If for example, you work on the 12th, 13th, and 14th of a month, fill in three columns.)
- Supplies, Airfare, Rental Car, Rental Fuel and Lodging require receipts. You may scan them, and keep a copy for yourself, or attach them with the form.
- Mileage reimbursement for driving your own car is the rate in the specific agreement between NPS or BLM, and OCTA. Ask the project leader for the number. Show the number of miles at the bottom of the **Expenses** table.
- You may also be eligible for Per Diem. Ask your project leader.
- Lodging allotments may depend upon the location and time of year. Check with your project leader for the allowable amount per night. (*NPS Project Managers contact [Teresa Bichard@nps.gov](mailto:Teresa.Bichard@nps.gov), 801-741-1012 ext 119 for information.*)
- Total the Expenses
- In the **Volunteer hours** section, note the number of hours worked each day for which you are requesting reimbursement.
- Sign the form, attach the receipts, and give the items to your project leader to send to the OCTA Cost Share Coordinator.

NPS/BLM Project Volunteer Hours Form

Form B, Volunteer Hours, can be used to collect monthly hours to report to NPS or BLM. Do not squeeze several months' worth of information on one page to "save paper." Use one page per month.

The only restriction is that you cannot log the same hours on Form A for a specific project NPS or BLM project, and also on Form B for general OCTA projects and meeting attendance.

All-OCTA Volunteer Hours Form for Individuals (or Groups)

Use this form to record actual or estimated hours spent on planning, travel and activity time for attending conventions, symposiums, trail treks, trail marking, or chapter meetings, up to 12 hours/day. * Record vehicle miles driven from home until return home from OCTA activity. * Record planning, travel and activity expenses not reimbursed, including lodging, air fare, camping lodging fees, materials, and supplies.* Place yearly hours, expenses and miles totals on the summary line at the bottom of the page.* By January 15th, provide the form or totals to the chapter volunteer hours coordinator or mail totals directly to the Legislative Liaison at BillJeanneWatson@att.net.

Assistance with Forms

The OCTA Cost Share Coordinator is available to answer questions about the forms and how to use them.

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