



# Northwest Youth Corps Intern Reimbursement Policy and Procedures

Interns may be allotted reimbursement funds as part of their service agreement, this funding can be used based on designations in the site agreement and position description. You can find the exact value of your reimbursement fund documented in your hire letter and position description. **Please note that this fund will be paid out to you via check issued as approved expenses are incurred– you will not receive funding in advance of incurred expenses.** You must also provide all required documentation (receipts, mileage form, etc.) for an expense to receive reimbursement.

## **PLEASE NOTE:**

- All reimbursements require an ***itemized receipt***, non-Itemized receipts will not be accepted, please be sure to check for this detail with retailers.
- ***Alcoholic beverages are not reimbursable expenses in any circumstance.***
- ***Site Supervisors must be included (cc'd) in reimbursement requests via email for approval.***
- For larger expenses an intern may request that their program coordinator purchase an approved item for them directly and the funding subtracted from the total allotment. *NYC Credit card numbers may not be shared or stored in any personal account not controlled by NYC.*
- Reimbursement funding is required to align with the original intention it was set aside for in the agreement/budget. *I.e.: funds set for gear reimbursement cannot be used for travel, etc.*

## **TYPES OF FUNDING MAY INCLUDE:**

### **ALLOTTED RELOCATION EXPENSES**

Northwest Youth Corps can reimburse you for most expenses related to relocation, such as:

- Moving truck expenses
- Mileage reimbursement for travel to your new location
- Food expenses while travelling to your new location (no alcohol purchases may be shown on your receipt)
- Overnight lodging expenses

We cannot reimburse for the following expenses:

- Fees or penalties for broken leases
- Down payments or deposits for new leases
- Rent at your new/old location

To receive reimbursement, please be sure to do the following:

- Pre-approve anticipated relocation expenses with Northwest Youth Corps and your Site Supervisor
- Maintain record of all expenses

## **ALLOCATIONS FOR PROFESSIONAL DEVELOPMENT/TRAVEL**

To use funds allocated for training opportunities, you must receive approval from Northwest Youth Corps and your Site Supervisor. Once you have identified a training opportunity, please send an email with the details to your coordinator at Northwest Youth Corps and your Site Supervisor. Please also include an estimate of any incidental expenses that you may incur, such as overnight lodging, mileage reimbursements, or food while traveling.

You are encouraged to be creative in identifying training opportunities – There is a relatively wide latitude to approve trainings if they contribute to your success in your internship or your career aspirations.

Funding can go toward:

- Conferences, memberships, and trainings
- Incidentals such as lodging, and food related to training or work travel

## **FAQS**

### ***Do I need to pay for expenses up-front?***

Whenever possible, Northwest Youth Corps will make purchases on your behalf and deduct the expenses from your reimbursement fund. However, there are exceptions that prevent us from making purchases for you, in which case you will need to make the purchase up-front and then receive a reimbursement check. Common examples of exceptions are:

- Trainings that require a personal account to register
- AirBnb rentals
- Food expenses
- Mileage reimbursements

### ***Can I request reimbursement if I don't have enough funding available?***

If you incur an expense that exceeds your available funding, Northwest Youth Corps will partially reimburse you for the expense, up to the full balance of your fund. We cannot provide reimbursement that exceeds the full balance of your fund. For example, if you have \$200 in funding remaining and identify an opportunity that costs \$300, Northwest Youth Corps will reimburse \$200 of the expense, and you will be responsible for the remainder of the expense.

### ***How can I find out more information about my reimbursement fund?***

If you have any questions about how to utilize your reimbursement fund, please contact your coordinator at Northwest Youth Corps. We are also happy to help provide ideas for trainings that past Resource Assistants have attended or that fit well within your internship duties.

## **MILEAGE REIMBURSEMENT**

**Please note, mileage reimbursement is not available for AmeriCorps interns.**

Mileage reimbursement for travel will only be approved as part of an intern's budget and cannot be negotiated after hire. Mileage specific travel reimbursement should be avoided if travel in a personal vehicle is not a substantial and necessary part of service.

If you will be travelling in your personal vehicle while completing work-related duties, Northwest Youth Corps will reimburse you for your mileage using the annual federal reimbursement rate. Northwest Youth Corps will be providing you with a Mileage Reimbursement Log to record all work-related travel

**RAPs or Individual Placements with designated mileage/travel funds will need to complete the following administrative process prior to reimbursement:**

During onboarding-

1. Sign a consent for driving record check
2. Pass driving record screen according to NYC policy before your start date (see criteria below)
3. Provide a current and valid copy of government issued driver's license -expired driver's licenses will need to be updated prior to reimbursement.
4. Provide a current and valid copy of personal vehicle insurance card -expired insurance cards will need to be updated prior to reimbursement.
5. Pass NYC defensive driving test and complete, return test to your program coordinator.

Complete and submit the Northwest Youth Corps Mileage Reimbursement Log to record all work-related travel, please be sure to record starting and ending mileage for each trip. You will also be asked to provide a copy of your driver's license and insurance card with every mileage request.

## **DRIVER SCREENING CRITERIA AND MOTOR VEHICLE RECORD POLICY**

A. This policy applies to all who will receive mileage reimbursement during their internship with NYC. All drivers will meet the following criteria:

- a. Minimum 19 years of age
- b. Minimum 20 years of age if transporting program participants
- c. Successful completion of NYC defensive driving training program
- d. Compliance with the standards outlined in NYC's motor vehicle records (MVR) policy
- e. Maintenance of an acceptable driver's record both in business and personal use
- f. Agreement to provide full disclosure if an accident or violation occurs
- h. No DUI, DWI, or similar drug or alcohol related offense within the past three years.

B. NYC reviews the driving history of potential interns with mileage allotment. Individual motor vehicle records will be examined prior to hire. Offers of hire are contingent upon an acceptable driving history.

**Major Violations:**

A driving record is considered unacceptable if involved in one of the following occurrences during the past three-year period:

- a. Reckless or negligent driving
- b. Homicide by vehicle, negligent homicide, or involuntary manslaughter
- c. Fleeing or attempting to elude police
- d. Driving without a license or while license is suspended or revoked
- e. Hit and run, failure to stop, or evading responsibility after an accident
- f. Major speeding (over 20 mph over the limit)
- g. Making a false accident report

No intern will be allowed to drive with a “discretionary” or “poor” MVR. All drivers must maintain a “clear” or “acceptable” record. Interns are encouraged to use agency vehicles for administrative business whenever possible. The use of personal vehicles for program business is discouraged