

Pennsylvania Biodiversity Partnership Expense Reimbursement Guidelines for Non-Staff Participants

Because the members of the Pennsylvania Biodiversity Partnership (PBP) are primarily volunteers (excluding staff) who come together in the spirit of advancing shared biodiversity objectives, and because funding for PBP is limited and highly dependent on matching funds, members are encouraged to participate on an in-kind basis as much as possible. Employees of state agencies, federal agencies, and other organizations whose time and travel costs are supported by their employers should not seek reimbursement except for personal out-of-pocket expenses. Members should make reasonable efforts to coordinate PBP meetings with other activities to minimize costs and maximize efficiency. Finally, members who must travel the longest distances to attend meetings should have priority in setting dates and times for meetings whenever possible.

Given the above caveats, the Partnership firmly believes that economic reasons should not prevent any interested individual from fully participating in PBP activities. Therefore, PBP will reimburse travel expenses for attendance at board, task force, and other committee meetings, *as available funds allow*, in the following order of priority:

1. Tolls and parking.
2. Mileage at the federal volunteer rate (\$0.14/mile for 2006 according to IRS).
3. Overnight accommodations (with pre-authorization by the PBP President or designee).
4. Travel by air or train (with pre-authorization by the PBP President or designee).

Meals will **not** be reimbursed.

*approved 25 July 2000
(volunteer mileage rate updated 13 Dec 2005)*