

**Mileage Reimbursement Policy**

**VISTA Volunteers will be reimbursed for mileage that they have accumulated on a personal vehicle while directly performing duties assigned by Evergreen Conservancy. The mileage will be reimbursed at a rate as determined by the Board (currently $0.35/mile) and must be itemized for each day on a standard Mileage Reimbursement Form. This form should be completed and submitted with the Quarterly VISTA reports. The accrued mileage will be paid within 15 days of submission of the report.**

**Adopted by the Evergreen Conservancy Board of Directors on November 12, 2015.**

Dedicated to the preservation, protection and stewardship of

Natural, Cultural and Historical Resources in and around Indiana County, PA.

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