

Standard Operating Procedures Trails For All Approved 14May2019 Regular Meeting

SOP 1

Standard Disclaimer for Trail Summary Documents

The information contained in these trail summaries is intended to be a supplement to the typical tools and references used by people who are well prepared to venture into the mountains. Always carry a map specific to the area you are exploring. Failure to have the necessary experience, physical conditioning, and supplies or equipment can result in injury or death. Trails For All provides no warranties, either expressed or implied, that the information provided in our published Trail Summaries is 100% accurate or reliable. By using any information provided, you agree to absolve Trails For All from any responsibility for damage or other liability arising from the use of Trails For ALL Trail Summaries.

SOP 1.Version 1: Board approved 2019-03-14 special meeting

SOP 2

Trail Maintenance Volunteer requirements

To promote safety and to allow volunteers to be covered by USFS Workman's Comp insurance, all TfA trail volunteers must:

- Sign the Volunteer Service Agreement
- Either receive USFS trail maintenance training or agree to work under the direction of those who have been trained
- Agree to abide by USFS trail maintenance guidelines

SOP 2.Version 1: Board approved 2018-05-08 regular meeting

SOP 3

Expense Policy

Purpose

The Board of Directors of the Trails For All recognizes that board members, officers, and volunteers ("Personnel") of Trails For All may be required to travel or incur other expenses from time to time to conduct organizational business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of

authorized expenses incurred by Personnel. It is the policy of Trails For All to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, Trails For All expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend Trails For All's money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

General Guidelines

Advance Approval - All expenses incurred by Trails For All personnel must be presented to the board on the Expense Report (see below) for pre-approval prior to incurring the expense.

Necessity of Travel - In determining the reasonableness and necessity of travel expenses, Personnel and the board members authorizing the travel shall consider the ways in which Trails For All will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to Trails For All outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered. In some cases the person(s) travelling may wish to absorb the costs of travel to help the organization. In these cases we strongly encourage Personnel to accurately document these in kind contributions on the Expense Report so we can accurately track true expenditures and contributions, as well as adequately recognize the contribution being made.

Non-Reimbursable Expenses - Trails For All maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance
- First class tickets or upgrades.
- When lodging accommodations have been arranged by Trails For All and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Trails For All. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel
- Movies, liquor or bar costs
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
- Participation in or attendance at golf, tennis or sporting events
- Purchase of golf clubs or any other sporting equipment
- Spa or exercise charges
- Clothing purchases
- Valet service
- Car washes
- Toiletry articles
- Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility

of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request

Policy Review - This policy will be reviewed periodically and recommendations for amendments will be approved by the board.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report (see last page of this policy). The Expense Report is used both for expense pre-approval and expense reimbursement. The following guidelines must be utilized when using the Expense Report form;

- In virtually all cases, Personnel must first fill out the form to have the expense pre-approved, which requires review of and sign-off by at least two board members, with one of those board members being the President or Vice President (HK Comment – this is consistent with the bylaws Art VIII.4.c).
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each Trails For All related activity during the trip, must be provided.
- If the expense involves relationship building with peer organizations, government entities, or program benefactors, the name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct Trails For All's business) must clearly be identified.
- The form must include an itemized list of all expenses for which pre-approval and reimbursement is requested. Expenses incurred that are not on the pre-approved list may not be reimbursed.
- To receive reimbursement, the pre-approved form must be submitted to the board within four weeks after the expense occurred.

Receipts

Receipts are required for all expenditures. No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits written receipts with the Expense Report. The receipts must clearly show the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expense, including tip (if applicable). If an expense is submitted without the required receipts, the Expense Report will be designated as an exception report, which will then require additional review and approval by the board before reimbursement can occur.

Name: _____

Date Submitted: _____

General Description of Expense: _____

Expense List:

Item	Expected Date	Expected Amount	Actual Date	Actual Amount	In Kind Donation	Reimbursement Amount
TOTALS						

Pre-Approval by Board:

 Name/Pres. or Vice Pres.

 Signature

 Date

 Name/Title

 Signature

 Date

Reimbursement Approval by Board:

 Name/Pres., Vice Pres. Or Treasurer

 Signature

 Date

 Name/Title

 Signature

 Date

Board Comments:

SOP 3.Version 1: Board approved 2019-03-14 special meeting