Reimbursement Policy - SC Baptist Disaster Relief

As funds allow*, South Carolina Baptist Disaster Relief (SCDR) agrees to reimburse trained DR volunteers for certain deployment expenses, with the following conditions and guidelines:

1. Reimbursements are only provided when SCDR units have been deployed by the SCDR Office.

2. Vehicles towing DR units or heavy equipment to a disaster response or non-disaster activity such as a training will be reimbursed for fuel and toll expenses.

3. Any non-towing vehicle transporting 3 or more volunteers (driver included) will be reimbursed fuel and toll expenses for responses over 150 miles one way.

4. Volunteers are responsible for paying for their own meals while traveling. Once on site, meals are generally provided at no expense to the volunteers. Choosing to go out to eat when meals are provided will be at your own expense.

5. When the SCDR office asks a volunteer(s) to respond early to a disaster location when site support is not yet available, expenses related to that response will be provided as authorized by the SCDR Director.

6. When pre-approved by the SCDR Director or Operations Manager, fuel or supplies for necessary disaster relief support on a response or non-disaster activity will be reimbursed.

7. Reimbursement for equipment purchase or rental, tire replacement, equipment repairs, etc. must be pre-approved by the SCDR Director or Operations Manager.

8. Reimbursement requests must be submitted within 30 days of end of trip, on an SCDR Reimbursement Form. Receipts must be submitted along with the form.

9. If responding on an SCDR deployment places any undue financial hardship on a volunteer, a confidential call should be made in advance to the SCDR Director or Operations Manager to request appropriate assistance.

10. If the above conditions are not met, SCDR will not be able to provide reimbursement.

Reimbursements for deployment expenses are made possible through the generous gifts of churches and individuals to SC Disaster Relief.