DCC Expense Reimbursement Procedures

1. When a volunteer (DCC) incurs expenses related to Cooperative Extension related programming the following steps for reimbursement should be followed. All forms mentioned below are available at:
   Yavapai - [http://uacals.org/3av](http://uacals.org/3av)
   Coconino - [http://uacals.org/3aa](http://uacals.org/3aa)
   Mohave - [http://uacals.org/3ax](http://uacals.org/3ax) or see support staff for assistance.

   **NOTE:** A W-9 is not required for an expense reimbursement.

2. Volunteer submits receipts related to amount to be reimbursed to programmatic person. (If they are to be reimbursed for mileage see Step 4)

3. Programmatic person to complete Volunteer (DCC) Expense Reimbursement Form

4. If the DCC is requesting reimbursement for mileage please have them complete the DCC Mileage Reimbursement Form in place of the Volunteer (DCC) Expense Reimbursement Form.
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5. Submit all original documents to support staff

6. Support staff to scan all paperwork to yavapaipres@cals.arizona.edu for creation of Disbursement Voucher (DV)

7. After DV is created the Coversheet will be sent to appropriate support staff to be attached to all original backup documents.

8. Even though there is a place for a signature on the DV Coversheet, the volunteer does not need to sign it.

9. Originals are mailed to Accounts Payable using address on DV Coversheet.