



Expense Reimbursement Policy for Foster Cats

Overview

Foster home volunteers are essential to the success of AVA. Reasonable expenses related to the care of cats while in the foster home are reimbursed, either in cash or a tax receipt. Please refer to the Foster Provider Volunteer Policy for information about the foster program.

Policy

Only cats that meet the Foster Provider Policy are eligible for reimbursement; rescue cats acquired through other means are **ineligible** for reimbursement.

A request for reimbursement of expenses should be made on a timely basis. This can be at the end of each month or at the very latest, when your foster animal is released from your care, either for adoption or other action.

All expenses are to be submitted using the Foster Provider Expense Form and submitted to the AVA Board of Directors' Treasurer by mail. Only original receipts will be honoured, photocopies of receipts will not be accepted. Expense forms can be obtained from the Board of Directors or your Foster Coordinator.

Once the cat is released from the Foster provider, the cost of maintaining the animal is no longer the responsibility of the Foster volunteer.

Expense Claims for Cash Reimbursement

Hill's Science Diet dry kitten and/or adult dry food is **provided by AVA** and kibble will not be reimbursed. If your supply is running low, contact your AVA representative for replenishment, providing one week's notice.

AVA requests that all cats receive wet food as part of their daily diet. It is the foster volunteer's responsibility to purchase and submit a claim for reimbursement for:

- Wet food will be reimbursed up to \$1 for a 3oz/85g can or \$1.50 for 5.5oz/156g can or \$3.50 for 12-13oz/340g can. Amounts over the above are eligible or a tax receipt only.
 - The maximum reimbursable amount is \$0.75 per cat per day, aligned with AVA feeding guidelines of $\frac{1}{4}$ of a 5.5 oz/156g can of wet food per serving twice daily. For example, the maximum reimbursable amount for wet food is \$23.25 plus tax per month, per cat.
 - If your cat has special dietary needs, please discuss with your Foster Coordinator.
- Litter will be reimbursed up to \$13 for 20kg/44lb. If you require another litter, please discuss with your AVA Foster Coordinator/Representative.



Please purchase foster-related items on a separate receipt from any personal items.

Expense Claims for an Income Tax Receipt

If you are a new foster, there are expectations for you to provide necessary supplies, such as metal or ceramic food dishes for the number of fosters you have at any given time. Each cat or kitten should have 3 bowls, (1 each for kibble, wet food and water), litter box, litter, litter scoops, toys, kitty beds, scratching post, cat nail clippers, and cat carrier (if required). Many of these items can be purchased from discount stores such as Dollarama or Walmart. Low-cost unscented clumping litter can be purchased at PetSmart, PetValu, Canadian Tire, Walmart, etc. All original receipts must be submitted to the acting Treasurer for AVA by December 15 each year.

For fosters not claiming for cash reimbursement, total amounts of wet food and litter may be claimed for a tax receipt.

The Income Tax receipt will be emailed to you.

Ineligible Cash Reimbursement Claims

Items that are not eligible for a cash reimbursement include, but are not limited to: toys, scratching posts, cat beds or blankets, food or water dishes, and cat carriers. If in doubt, check with your AVA Foster Coordinator/Representative **before** you purchase an item.

Veterinary Care

If a cat in foster care requires medical attention, contact your AVA Foster Coordinator/Representative – you will receive instructions about the method of communication and what information is required from your respective Coordinator. The situation will be assessed and a payment voucher will be issued to the designated veterinary clinic. Any resulting medical bills will be sent directly to AVA for payment. It is the responsibility of the foster volunteer to take the cat to the clinic and, if required, pick it up if the animal is required to stay in the clinic overnight.