



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: quarterly or at the end of the foster period, whichever comes first.

All expenses are to be submitted using the [Foster Provider Expense Form](#) provided to fosters as part of their onboarding, and available on the [Foster Parent Resources webpage](#). Claims should be submitted electronically to finance@avacats.org following the instructions on the form. In general:

- Please purchase foster-related items on a separate receipt from any personal items.
- Fosters should not include ineligible purchases on an AVA reimbursement receipt and avoid purchases over the maximum eligible amounts.
- Receipts need to be legible and clearly include the date of purchase; please do not highlight or underline amounts.
- Electronic copies of legible receipts must be in PDF or .jpg format ONLY. Note that original receipts are required by CRA for tax receipt purposes.
- Once the cat is released from the Foster provider, the cost of maintaining the animal is no longer the responsibility of the Foster volunteer.
- Expenses older than one (1) year will not be reimbursed, but would be eligible for an income tax receipt.

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 the following **Eligible Expenses**:

- Wet food will be reimbursed up to \$1 for a 3oz/85g can or \$1.50 for 5.5oz/156g can or \$3 for 12-13oz/340g can. Amounts over the above are eligible for 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.
- Litter will be reimbursed up to \$13 for 20kg/40lb. If you require another litter, please discuss with your AVA Foster Coordinator/Representative.

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 (typically provided by AVA). 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 AVA Treasurer 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. Requests for an income tax receipt can be completed using the [Tax Receipt Template](#). Fosters volunteers claiming for mileage (driving) can use this [Tax Receipt Template for Mileage](#).

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. AVA may be able to provide donated items for foster use.

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.