

Volunteer Visitor Travel

IMPORTANT: If your visit will require a long driving distance, airfare, and/or an overnight stay, it is essential to talk with your ACA standards manager member BEFORE making travel reservations.

Reimbursement*

We appreciate your help in using ACA resources prudently. While ACA does not compensate visitors for their time, we reimburse volunteers for travel expenses, including mileage and meals. Please save your receipts, as they are required for submission with your reimbursement request. You may donate all or part of your reimbursement to ACA when you submit the reimbursement request.

Reimbursement requests are submitted online at ACAcamps.org/visitor-resources.

**If the camp you visit is associated with ACA, New England, ACA, New York and New Jersey, or ACA, Illinois, please contact the appropriate office directly for the local volunteer reimbursement policy.*

Driving and Rental Cars

For a visit with a long drive, it may be more economical to rent a car with unlimited mileage and be reimbursed for the cost of the rental and gas rather than for mileage. ***Please consider this option if the anticipated round trip mileage is greater than 150 miles or if the price of a rental car is less than the expected mileage reimbursement.***

If you are a Costco member, check rental car rates through CostcoTravel.com – their rentals often include a free additional driver, which is helpful if you are carpooling.

ACA reimburses mileage at the IRS business rate of \$0.58.5 per mile for 2022.

Hotels and Overnight Accommodations

If booking a hotel, be sure to take note of hotel refund and cancellation policies. Visit dates and circumstances can change quickly, and we hope to avoid unnecessary fees when changes or cancellations are required. You will often receive more favorable cancellation terms if you book directly with the hotel rather than on an aggregator discount hotel site. When possible, please utilize mid-range accommodations. Ultimately, we want you to choose overnight accommodations where you will feel safe and comfortable!

Air Travel

If your visit will require a flight, ACA reimburses for the cost of an economy ticket only. We recommend that you book your flight directly through the airline rather than through a third-party booking site – you will get better service if you experience delays/interruptions or need to cancel/rebook. Choosing an airline that does not charge for cancellations (like Southwest) is optimal as travel plans may require flexibility. It is generally reasonable to wait to book your tickets until you are confident the visit will happen, even if it costs more, rather than risk high fees for rebooking or cancellation.