

Reimbursement Policy

Approved April 25, 2019

(updated 2/2023)

CBRR&R operates on a limited budget funded largely by adoption fees and donations from private individuals. Overhead is kept to an absolute minimum with Members donating resources, time, and work. All office facilities are also donated.

The Organization makes every effort to reimburse Members promptly for approved expenses, and in the order in which they are submitted but it must be understood that the highest priorities will be paid first. Regrettably there may be instances where delays occur due to limited funds. In such cases the patience of the Members will be greatly appreciated.

Reimbursement will be in accordance with Section 402 of the Not-For-Profit Corporation law of the State of NY Section 501 (c) (3) of the Internal Revenue Code. Notifying the Treasurer of upcoming, anticipated needs for reimbursement and providing estimates of these expenditures will facilitate budgeting of CBRR&R funds and hasten reimbursements.

Priorities:

- Fees for releasing dogs in kill shelters or life-threatening situations.
- Commercial transport costs to transport dogs in kill shelters or life-threatening situations to foster homes.
- Health issues that immediately affect the well-being of the dog. These include heartworm testing and treatment, internal parasites, physical injuries.
- Other CBRR&R- mandated health care items, such as immunization and spay/neuter.
- Health Certifications for transport.
- Other expenses as finances allow.

Requirements:

- The dog must be legal property of CBRR&R. A signed Surrender form / release document showing that the dog is legally owned by CBRR&R must be on file within the esignature@cbrrescue.org document file before reimbursement requests will be honored. In cases where there may not be a third party involved, the Member may sign the dog into rescue or be part of our "Relief" Mission.
- The receipt or invoice must include the dog's name, the member's names and type(s) of services rendered. A request for payment must include the CBRR&R volunteers's name, address, and phone number and the name and dog's ID# from the website.

- For situations outside the above, a formal request for determination may be submitted to the Board of Directors in collaboration with the Regional Director

Authorized Limit for Reimbursements per Dog

- Basic Veterinary Care
 - \$750.00
- Reimbursement of expenses above limit will require:
 - Approval from the Regional Director for expenses above the basic limit and not to exceed \$750.00. This includes commercial transportation fees for necessary transport for the dog's care and/or fostering.
 - Approval from the Regional Director and the Treasurer for expenses from \$750.00 up to \$1,500.00.
 - Approval from the Board of Directors for expenses more than \$1,500.00.

Expenses incurred above the basic limit and without obtaining the above-described approval prior to incurring such expense may, at the sole discretion of the Board of Directors, be denied reimbursement.

Reimbursable expenses

The following items do not require additional approval if the dog is within the authorized monetary amount:

- Spay or neuter.
- Rabies, DHLPP, Bordetella, canine influenza, and Lyme disease vaccinations.
- Full series of puppy vaccinations.
- Any other vaccination required by law.
- Deworming.
- Euthanasia.
- Heartworm/Lyme/Ehrlichia/Anaplasmosis testing.
- Heartworm preventative (not calculated in determining authorized monetary amount).
- Health Certificate required for transport
- Flea preventative (not calculated in determining authorized monetary amount).
- Microchipping with registration in the name of CBRR&R or one or more of its members.

- Cremation.

The following items may be allowed but will require approval from the Regional Director:

- Emergency Boarding for more than 5 days.
- Surgery other than spay/neuter.
- Transportation costs to move a dog to a shelter.
- Any item that increases the dog's total bill more than the authorized amount.
- **Reimbursement procedures**
- Submit receipts or invoices via the online [Invoice Submitter](#) and list the services performed. All receipts, bills, invoices must clearly show the name, address and phone number of the Member who is responsible for the rescue dog, as well as the name of the dog(s).
- Invoices generated directly by the veterinarian require a regional director or volunteer to add in the invoice submitter.
- In some cases, accounts will be established, and CBRR&R billed directly by the veterinarian. For each account of this type a member will be assigned to liaise with the veterinary office. This person will ensure that CBRR&R is accurately billed.
- Direct billing accounts are subject to the stated reimbursement procedures. If the procedures are not followed, the veterinary office liaison person will be notified. If problems cannot be resolved or continue to occur, the account violating the procedures will be closed.
- CBRR&R, at its sole discretion, may refuse reimbursement of expenses or issuance of a donation receipt for a donation in kind for any such request which is received by the Treasurer later than six (6) months after such date of service or donation.

Emergency Veterinary Care

If medical costs exceed the allowed amount and the situation is NOT an emergency, an estimate must be submitted in advance to obtain authorization for the proposed veterinary care. A request should be made through the Regional Director. The request for additional funds will then be forwarded to the Board of Directors for approval. In all cases the applicant will be informed if the estimate is approved and if not, why it was disapproved. Appeals can be made directly to the Board of Directors.

Aspects that should be considered before any emergency treatment takes place are:

- The adoptability of the dog
- Foster home availability
- Prognosis for the dog
- Quality of life for the dog
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- If medical costs exceed the allowed amount and are for services outside the customary ones, special fundraisers will need to be held.