

Policy CO1-03: Overnight Stays when Providing Tax Assistance

Background. The *Policy and Procedures Manual* allows the State Coordinator to approve reimbursement for overnight stays by Counselors providing tax assistance (p. 51, para. 10.3.3). Under the policy, the expenses must be approved before providing assistance.

Policy. Counselors in CO1 are not authorized to stay overnight in order to provide tax preparation assistance or other counseling activities. Overnight stays for tax assistance will not be reimbursed.

Implementation. This policy applies to Expense Code I, Counseling Activities, reimbursements only. All tax counseling activities should be arranged so that Counselors can return home after providing assistance.

References.

AARP Foundation. *The Policy and Procedures Manual of Tax-Aide, 2017-2018.*