

ENTERTAINMENT & RECREATION PROGRAM

POLICY & PROCEDURE

The Entertainment & Recreation Program assists PVA-WI members in participating in therapeutic, leisure-based, community, and entertainment activities that promote well-being, community engagement, and quality of life. This program can also provide financial support for adaptive recreation, non-competitive therapeutic activities, and member-selected items/entertainment outings. All reimbursement requests are subject to Board of Directors approval and contingent upon the availability of chapter funds.

Eligibility

- **Life Members Granted PVA-WI Membership BEFORE 8/25/26 or any In-State Life Member:** Eligible - see detailed requirements below.
- **Out-of-State Life Members Granted PVA-WI Membership ON OR AFTER 8/25/26:** Not eligible
- **Associate Members:** Not eligible

Reimbursement Amounts & Limits

- **2** reimbursements per fiscal year (October 1 – September 30); maximum reimbursement per event/item(s): **\$250**

Eligible Activities & Expenses

1. Adaptive & Therapeutic Recreation Events

- Adaptive leisure and hobby activities
- Therapeutic recreation programs
- Fitness center memberships
- Approved adaptive recreation equipment

2. Entertainment Events

Examples include, but are not limited to:

- Movies
- Concerts and live performances
- Dining out
- Sporting events
- Community festivals
- Museum or cultural outings

3. Eligible Expense Types

- Tickets or entry fees
- Transportation
- Equipment or activity fees
- Additional travel-related expenses as outlined in the *PVA-WI Travel Policy* (see pages 9-10).
- Other documented costs directly related to participation

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Request for Funding & Reimbursement Procedure

1. Pre-Approval Requirement

To be eligible for reimbursement, participants must submit an online financial request form at least **30 days before the event** or before making any purchases or commitments. Request submitted after this deadline will not be approved.

- **Financial Request Form:** <https://wisconsinpva.org/financial-request-form>
- Applicants will receive an approval decision via email within **2 weeks** of submission.

2. Expense Report Submission

Once approval is received and the event has concluded, participants must submit an online expense report within **30 days** of the event's conclusion.

- **Expense Report:** <https://wisconsinpva.org/expense-report>
- Expense report must include:
 - Itemized purchase receipts
 - ACH information for direct deposit
 - A brief event summary
 - Photos of participation
 - Please see further details below

Documentation & Reporting

- Acceptable documentation includes itemized, legible receipts, credit card statements, and invoices.
- Banking information (voided check, or screenshot of account/routing numbers) is required for ACH transfer (direct deposit) reimbursement.
- Lost receipts cannot be reimbursed.
- Once expense reports are submitted, members may not amend or add additional expenditures.
- Only expenses personally paid by the participant are eligible. Costs paid by another individual, organization, sponsor, or third party are not reimbursable.

Photographs & Participation Report Requirements

- Participants must provide photographs of themselves at the event or of the equipment/adaptive recreation purchases as a condition of reimbursement.
- A brief written summary of the event.

Reimbursement Processing

- After your expense report is submitted with all required documentation, please allow up to **30 days** for the funds to become available in your account.
- All payments are issued ACH transfer (direct deposit).