

# Volunteer Charitable Travel Expense Reimbursement

(3/19/2012)

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Date: \_\_\_\_\_

#	Charitable Activity	Date	Round Trip Mileage	Mileage \$ @ \$.14	Tolls	Other* (Attach Receipts)	Total Travel Expenses
1				-			-
2				-			-
3				-			-
4				-			-
5				-			-
6				-			-
7				-			-
<b>Total Expenses</b>							-
<b>Minus</b> any cash advance							
<b>Minus</b> amount to be treated as a donation							
<b>Net Reimbursement</b>							\$ -

Signature: \_\_\_\_\_

Approved: \_\_\_\_\_

\* List separately on reverse side.

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5				-			-
6				-			-
7				-			-
<b>Total Expenses</b>							-
<b>Minus</b> any cash advance							
<b>Minus</b> amount to be treated as a donation							
<b>Net Reimbursement</b>							\$ -

Signature: \_\_\_\_\_

Approved: \_\_\_\_\_

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