



All travel expenses must be pre-approved by the Executive Director and the Executive Committee. Otherwise your expenses might not be paid. Only expenditures with receipts will be paid. This will create a paper trail easily followed by the auditor.

Please attach all receipts for expenses.

Pre-Approved Information

Date of Trip _____

Approximate Miles _____

Destination and Purpose of Trip _____

Approved By (Name & Date) _____

Make check payable to:

Name _____

Address _____

City, State, Zip _____

Phone / e-mail _____

Position _____

(Officer, Committee Chair, Other)

To Be Completed By Treasurer	
Date Pd.	_____
Check #	_____
Amount	_____

Actual mileage will be reimbursed at the applicable IRS rate allowed for charitable miles for the current year. (Currently @ \$0.14). Food will be at a maximum rate of \$7.00 for breakfast; \$9.00 for lunch; and \$14.00 for dinner or actual receipt cost if less. No tax or tip to be included per IRS.

Date	Actual miles @ \$0.14/mile	Parking / Tolls	Food	Others	Total
				Total Payment	

I certify the above information is complete and true.

Volunteer Signature _____ **Date** _____

Request for travel expenses other than by motor vehicle will be authorized by Executive Director and Executive Committee as to amount to be reimbursed.