

Expense Reimbursement Request

Please complete the information below, attach supporting receipt(s), and submit the completed form to the Treasurer. If the receipt(s) include non-reimbursable personal purchases, make sure the expenses are clearly marked and correspond with the amount on this form. If the receipt(s) include personal account numbers, please redact the information to protect your privacy. Please submit a form within 30 days of incurred expense.

Please make check payable to:

Name: _____

Phone: _____

Address: _____

City, State, Zip: _____

Date: _____

DATE	VENDOR	PURCHASE	PURPOSE OF PURCHASE	AMOUNT	ACCOUNT CODE TREASURE USE ONLY

DATE	VENDOR	PURCHASE	PURPOSE OF PURCHASE	AMOUNT	ACCOUNT CODE TREASURE USE ONLY
Total Expenditure					

Mileage Reimbursement

According to IR-2023-239, beginning January 1, 2024, the standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be 14 cents per mile driven in service of charitable organizations. This rate is set by statute and remains unchanged from 2023. Any excess reimbursement can result in tax consequences for the volunteer and/or the organization. Include address information in TRAVEL FROM/TO columns.

DATE	TRAVEL FROM	TRAVEL TO	ROUND TRIP MILEAGE	PARKING	TOLLS
Total Expenditure					

Signature: _____

Treasurer Use Only

Date Paid: _____

Check#: _____

Check Total: _____

Initials: _____

Delivered by: Mail Hand

