

Support Within Reach - Volunteer Expense Sheet - 2017

Volunteer name: _____

Volunteer mailing address: _____

Date Range: _____

Date of Travel or Purchase	Expense Code (office use only)	Billing Code (office use only)	Program Code (office use only)	# of Miles (no decimals)	Miles x \$0.535	Non-Mileage Expenses (i.e., meals, other purchases -- receipts must be attached)
Purpose for travel or purchase (court, client meeting, locations traveled to/from, round trip?):						
					\$	\$
Purpose:						
					\$	\$
Purpose:						
					\$	\$
Purpose:						
					\$	\$
Purpose:						
					\$	\$
Purpose:						
					\$	\$
Purpose:						
					\$	\$
Purpose:						
Miles total:						Mileage \$: \$
Common codes: 7661 Mileage, 7663 Food/Meals. Mileage reimbursement rate is 54 cents per mile per IRS rate January 1, 2016. Maximum allowed meal expenses are \$10.00 breakfast, \$13.00 lunch, \$18.00 dinner, or a combined total of \$41.00 per day for extended trainings. I certify that the expense(s) outlined above are valid and accurate; I have incurred the expense(s) shown via legitimate business transactions not reimbursed by other sources and following all policies, procedures, and limits set by Support Within Reach.					Non-mileage expenses:	\$
					Total:	\$
Volunteer Signature:					Office Use (receipts attached, totals ok): _____	
SWR Volunteer Coordinator:					If additional space is needed please attach a second Expense Sheet.	
Authorized By:						
Payment Method:	Direct Deposit	Bill Pay	Check # _____	Total of page 1 + page 2:		