

Volunteer Mileage and Parking Reimbursement Template

Please fill out this form to claim reimbursement for mileage and parking expenses incurred during volunteer service. Once completed, print the form, sign it, and submit it to your supervisor.

Volunteer Information

Volunteer Name:

Email Address:

Phone Number:

Program/Department:

Month/Period of Service:

Travel and Expense Log

Date	Purpose of Trip & Destination	Start Odometer	End Odometer	Total Miles	Parking & Tolls (\$)
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Reimbursement Totals

Total Miles Claimed:

Reimbursement Rate (per mile):

Total Mileage Reimbursement (\$):

Total Parking & Tolls (\$):

Total Amount to Reimburse (\$):

Signatures and Approvals

Volunteer Signature: Date:

Supervisor/Manager Signature: Date: