

Volunteer Travel Reimbursement FY25



Program:

Volunteer Name:

Case Number	Travel Date(s)	Origin	Destination	Total Miles Reimbursed	Reimbursement Rate Used	Amount Reimbursed to Volunteer		
						Mileage	Other* (i.e. airfare, tolls, rental car + gas, taxi)	Lodging
					0.67	\$ -		
					0.67	\$ -		
					0.67	\$ -		
					0.67	\$ -		
					0.67	\$ -		
					0.67	\$ -		
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					0.67	\$ -		
					0.67	\$ -		
					0.67	\$ -		
					0.67	\$ -		
TOTALS						\$ -	\$ -	\$ -

NOTE: For trips over 500 miles round trip rental car should be used. Please provide explanation if not used.

*Other: Can reimburse other transportation expenses up to the trip mileage reimbursement maximum (trip round-trip mileage * IRS Rate)

Volunteer Signature

Case Manager
