

TCRT Reimbursement Form

Name: _____

Address: _____

Date: _____

Itemized Expenses:

Receipt #	Date	Description	Cost
TOTAL			

Mileage reimbursement for volunteers in 2017 is 14 cents per mile. In description put in the number of miles driven and description of travel. No receipt needed for mileage.

Expenses must be approved by TCRT director prior to date of expense in order to be reimbursed.

Signature of Requestor: _____

Date: _____

Approval: _____

Date: _____