

Monthly Mileage Log and Reimbursement Form

Volunteer Name _____
 Address _____
 Position _____
 Month _____

Mileage for Visitations

Date	Post	Legion Purpose	Results	Miles
Total Mileage Reimbursement				

Mileage Rate	
Fuel Surcharge	

Total Miles Reported
Times Miles Driven
Times Miles Driven

Expenses for Visitations

Date	Reason for Expenditure	Type of Exp; Hotel, Food, Misc	Amount
Total Expenses			

I certify that I have not received funds from any other source for any of the items listed above for which I am requesting reimbursement. I further certify the above is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Expense Reports must be mailed by the 10th of the month for the prior month expenses.

Department will not pay past due expense reports.

Send to Bobbi Halle at Department Headquarters, P.O. Box 547859, Orlando, FL 32854 or by email to Bhalle@floridalegion.org

REIMBERSABLE EXPENSES:

Mileage – itemized by each trip (.30 cents per mile, plus a fuel surcharge of .05 cents per mile for the 2022-2023 fiscal year)

Tolls – itemized by each trip

Hotel Stays – must travel a minimum of 100 miles from home Meals – for volunteer officer only **

Postage – for substantiated Legion business

Printer Ink – one cartridge every six months

Tickets to events – As prescribed by the Department Constitution and ByLaws

Advertisements, sponsorships and donations are not reimbursable**

** in accordance with IRS Publication 526 “Out-of-Pocket Expenses in Giving Services”.

CONVENTION and CONFERENCE (per budget narratives):

Note: If any officer/chairman is required by Department to attend Department Convention and/or Fall Conference, that officer/chairman will be reimbursed for the hotel room as stipulated below. These funds will come from the event budget and will not be charged against the officer's/chairman's budget.

Reminder: There will be no reimbursement for travel to and from nor for meals and incidentals in connection to Convention or Conference.

DEPARTMENT CONVENTION

...”Covers the cost of reimbursement(s) to any Chairman or Officer required to attend this event, at a rate of the actual cost of the hotel room (receipt required), not to exceed the standard room rate of the designated hotel and only for the night(s) specifically required by Department.”

FALL CONFERENCE

...”Covers the cost of reimbursement(s) to any Chairman or Officer required to attend this event, at a rate of the actual cost of the hotel room (receipt required), not to exceed the standard room rate of the designated hotel and only for the night(s) specifically required by