

Monthly Mileage Log and Reimbursement Form

Volunteer Name	
Address	
Position	
Month	

Mileage for Visitations	
1	100
2	200
3	300
4	400
5	500
6	600
7	700
8	800
9	900
10	1000
11	1100
12	1200
13	1300
14	1400
15	1500
16	1600
17	1700
18	1800
19	1900
20	2000
21	2100
22	2200
23	2300
24	2400
25	2500
26	2600
27	2700
28	2800
29	2900
30	3000
31	3100
32	3200
33	3300
34	3400
35	3500
36	3600
37	3700
38	3800
39	3900
40	4000
41	4100
42	4200
43	4300
44	4400
45	4500
46	4600
47	4700
48	4800
49	4900
50	5000
51	5100
52	5200
53	5300
54	5400
55	5500
56	5600
57	5700
58	5800
59	5900
60	6000
61	6100
62	6200
63	6300
64	6400
65	6500
66	6600
67	6700
68	6800
69	6900
70	7000
71	7100
72	7200
73	7300
74	7400
75	7500
76	7600
77	7700
78	7800
79	7900
80	8000
81	8100
82	8200
83	8300
84	8400
85	8500
86	8600
87	8700
88	8800
89	8900
90	9000
91	9100
92	9200
93	9300
94	9400
95	9500
96	9600
97	9700
98	9800
99	9900
100	10000

[illegible]

Mileage Rate		Times Miles Driven	
Fuel Surcharge		Times Miles Driven	
Total Mileage Reimbursement			

Expenses for Visitations	
1. Transportation	
2. Lodging	
3. Food	
4. Entertainment	
5. Other	
Total	

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

REIMBURSABLE EXPENSES:

Mileage – itemized by each trip (.30 cents per mile, plus a fuel surcharge of .05 cents per mile)

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/chair is required by Department to attend Department Convention and/or Fall Conference, that officer/chair 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/chairperson'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 Chair 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 group room rate of the designated hotel and only for the night(s) specifically required by Department. May not exceed four (4) nights”

FALL CONFERENCE

...”Covers the cost of reimbursement(s) to any Chair 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. May not exceed three (3) nights”