

Monthly Mileage and Reimbursement Form

Name			Title			
Address						
City				State		Zip
Month			Year			



Mileage for Visitations

Mileage Rate 30¢ | Fuel Surcharge 5¢

Date	Post	Legion Purpose	Results	Miles
			Total Miles Reported	
			Miles x Mileage Rate	
			Miles x Fuel Surcharge	

Expenses for Visitations

Date	Reason for Expenditure	Type: Hotel, Meal, Etc.	Amount

Current Budget Balance Before This Request: _____
Less Grand Total: _____
Remaining Budget Balance: _____

Total Expenses	
Total Mileage	
Grand Total	

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	
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Expense reports must be mailed by the **10th of the month** for the prior month's expenses. The Dept will not pay past-due expense reports. Mail or Email below:
The American Legion, Dept of Florida | PO Box 547859, Orlando, FL 32854 | T: (407) 295-2631 | F: (407) 299-0901 | E: finance@floridalegion.org

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REIMBURSABLE EXPENSES:

- **Mileage** – itemized by each trip (30¢ per mile, plus fuel surcharge of 5¢ 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** – for volunteer officer only * 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 or 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