

Volunteer Expense Reimbursement Form

4 Elements Earth Education

Volunteer Name: _____

Event/Program: _____ Date(s): _____

Reimbursement By: PayPal [email address: _____]
SELECT ONE
 Check [mailing address: _____]

Mileage

Miles driven in your personal vehicle to/from an assignment are reimbursed at the IRS rate for nonprofits.

	Date	Destination/Purpose	Odometer Start	Odometer End	Miles
1					
2					
3					
4					
5					
6					
7					
				Total Miles:	
2021 IRS Nonprofit Rate (\$/Mile):				Total Mileage:	

Purchases

All out-of-pocket purchases must be substantiated by an original, itemized receipt. If you paid for a GoodHire background check and have not yet been reimbursed, please include that here and attach the receipt.

	Date	Good/Service Purchased	Reason for Purchase	Amount Paid
1				
2				
3				
4				
5				
6				
7				
				Total Purchases:
Total Mileage + Purchases:				

I certify that the expenses above were incurred by me, necessarily and exclusively for the benefit of 4E's mission!

Volunteer Signature: _____

Printed Name: _____

Date: _____