



MONTLURE MILEAGE REIMBURSEMENT FORM

Purpose: This form is for reimbursement of mileage expenses for staff, volunteers and council members who use their personal vehicle for Montlure-related activities. The Council encourages car-pooling for all Montlure events and so pays an additional mileage allowance for up to three additional passengers.

Policy: The individual claiming mileage reimbursement must record the actual miles driven for each passenger, and describe the purpose and details of the trip. A separate form is required for each trip. Reimbursable trips may include driving to/from camp, driving to/from training such as Camp Alpha, driving to/from Council Meetings, etc. All submissions must be approved by a member of the Council before being passed to the bookkeeper for payment, which should occur within 30 days of receipt of a complete and properly authorized reimbursement form.

Process:

- 1) Complete this form on your computer, and then email as an attachment for approval as follows:
 - a. If Director/Assistant/Chaplain/Counselor/Nurse, to Program Committee chair Beth Glady at egladyfamily@cox.net
 - b. If Staff or Council Member, to Treasurer Todd Dirkschneider at dirkschneider@bigfoot.com
- 2) Beth or Todd add their approval to this form, and then email on to the bookkeeper for payment.

Name for Check:		Address for Check:		
Phone (for queries):				
Date Submitted:				
Purpose, Where To/From, and Date(s) of Trip:				
	<u>Mileage</u>		<u>Amount Claimed</u>	
Driver Name:		X 20¢ per mile		
Passenger 1 Name:		X 5¢ per mile		
Passenger 2 Name:		X 5¢ per mile		
Passenger 3 Name:		X 5¢ per mile		
		<u>Total Amount Claimed:</u>		
Approved by:			Budget to be charged:	
Date Approved:				