Special Olympics
Idaho

VOLUNTEER EXPENSE REIMBURSEMENT

SOID does not reimburse for mileage. Please keep track of your mileage for tax purposes and charitable deductions at the current IRS rate. Thank you.

NAME:

ADDRESS:

PHONE:

DATE _____

TEAM NAME _____ **AREA:**_____

DATE	DESCRIPTION		REIMBURSE MISCELLANEOUS EXPENSES					TOTAL
			SUPPLY	MEALS	LODGING	OTHER		AMOUNT DUE
			$	$	$	$		$
	TOTALS							

FOR ACCOUNTING ONLY: CODE	
GL CODE	AMOUNT

TOTAL DUE	

Original receipts must accompany all requests for miscellaneous expense reimbursement.

REVIEWED:
POSTED:
PAYMENT APPROVED: