

# Activity Expense Reimbursement Form

THIS IS NOT A MANDATORY FORM – SOME PROGRAMS MAY NOT FUND EXPENSES.

MILEAGE:      Speedometer when left mentor's house \_\_\_\_\_

Speedometer when returned to mentor's house \_\_\_\_\_  
Miles: \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

(going rate of mileage reimbursement as stated on IRS website)

FOOD:      Description \_\_\_\_\_ = \$ \_\_\_\_\_  
              Description \_\_\_\_\_ = \$ \_\_\_\_\_  
              Description \_\_\_\_\_ = \$ \_\_\_\_\_

ACTIVITY:      Description \_\_\_\_\_ = \$ \_\_\_\_\_  
                  Description \_\_\_\_\_ = \$ \_\_\_\_\_  
                  Description \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL of ALL EXPENSES: \$

\_\_\_\_\_

Original receipts must be turned in to receive reimbursement.