



VOLUNTEER EXPENSE FORM

Name _____

Address _____

Date Submitted _____

Please check: I am requesting reimbursement for the items listed below
 I am not

Signature: _____
Please attach all receipts and submit reimbursement requests to MITA 100 Kensington St, 2nd Floor, Portland, ME 04103

TRAVEL (please itemize on reverse)

Total mileage reimbursement \$ _____

Tolls, parking & launching fees \$ _____

CONSUMABLES

Boat fuel, stabilizer, trashbags, etc. \$ _____

PARTS & EQUIPMENT

Prior approval from MITA is required when purchasing parts or equipment for boats/motors/trailers except in emergency \$ _____

MISCELLANEOUS

Please specify: \$ _____

TOTAL \$ _____

MILEAGE LOG

Date	Departure Point	Destination	Name of run, event or project (e.g. Muscongus Bay run, Deer Isle cleanup)	Mileage	\$0.50 or \$0.55*	Total cost
					TOTAL	

**multiply mileage by 0.55 if towing a boat with your vehicle otherwise multiply mileage by 0.50*