

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 Kensingtor Portland, ME 04103	1 St, 2 nd Floor,
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	\$0.655 or \$0.705*	Total
	Point		(e.g. Muscongus Bay run, Deer Isle cleanup)		\$0.705*	cost
					TOTAL	-
					TOTAL	