



## 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, 2<sup>nd</sup> 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	\$0.670 or \$0.720*	Total cost
					<b>TOTAL</b>	

*\*multiply mileage by 0.705 if towing a boat with your vehicle otherwise multiply mileage by 0.655*