

**2023-24 COMMITTEE**

**EXPENSE REIMBURSEMENT FORM**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Title** |  |
| **Reporting Date** |  |

**VISITATIONS AND MEETINGS**

|  |  |
| --- | --- |
| **Name, Location & Date of Event** | **Mileage** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Mileage** |  |

**OTHER EXPENSES** (Attach all receipts)

|  |  |  |
| --- | --- | --- |
| **Description** | **Budget Code** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Subtotal** |  |  |

|  |  |
| --- | --- |
| **Total Mileage x $0.24/mile** |  |
| **Other Expenses Subtotal** |  |
| **Total** |  |

I certify that the foregoing expenses are accurate to the best of my knowledge. **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Upload completed report via the Reporting Form <https://k20.site.kiwanis.org/reporting/>

|  |  |  |
| --- | --- | --- |
| **Office use only** | **Approved by:** | **Date** |