



Volunteer Reimbursement Form

Please complete the form, attach original itemized receipts and mail to the agency
no more than three months after the expense was incurred.

Month Of: _____

Volunteer: _____

Date	Description of Expense	Expense	Original Itemized Receipt attached
<i>June 15, 2016</i>	<i>Art supplies for mentoring activity</i>	<i>\$15.42</i>	<i>✓</i>

Total _____

Signature for Authorization

Date

Volunteer Services Supervisor _____