

AMTA Volunteer SAMPLE Expense Reimbursement Form - Original Receipts Required

Unit/Committee/Conference/Convention 1

Business Purpose of Expense/Trip: 2

Name: 3

Date: 4

Email: 5

Address 6

City

State/Zip

Date 7	Chart of Account # 8	Travel 9				Food/Meals Max \$45. per Day 10			Miscellaneous 11			Total
		Airfare	Rental Car	Cabs/Tolls/ Parking	Hotel	Total Meals	Total Food	Total to be reimbursed	Communication	Office Supplies	Other expenses (Provide detail below)	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
TOTAL T&E Expense												\$ -

Entertainment 12					Attended By: (Entertainment Exp Only) 13	
Date	Chart of Account	Location/Event	Amount	Purpose		
Total Entertainment			\$ -			

Mileage 14						Other Expenses detail 15		16 T&E Exp: \$ -	
Date:	Chart of Account	From:	To:	# of miles	Total	Purpose	Total		
					\$ -			17 Mileage & Other Exp: \$ - 18 Total Expense: \$ - 19 Cash Advance 20 Due to Volunteer: \$ -	
					\$ -				
					\$ -				
					\$ -				
					\$ -				
		Total Mileage Reimb.			\$ -	Total Other Expenses	\$ -		

Volunteer Signature: 21	Date:	Approval Signature: 22	Date
--	-------	---	------