

SOUTHERN BAPTISTS OF TEXAS CONVENTION

P.O. Box 1988
Grapevine, Texas 76099-1988

Disaster Relief Volunteer Reimbursement Form

Please review expense policy on page 2.

Revised 05/04/2022

PAY TO THE ORDER OF:

Full Name: _____
Mailing Address: _____
City / State / Zip: _____
Telephone: _____

Meeting Attended / Deployment: _____

Dates of Meeting / Deployment: _____

Role at Meeting / Deployment: _____

MILES TRAVELED IN PERSONAL CAR:

TOTALS

(For out of state deployments only, please attach fuel tickets. You will be reimbursed mileage.)

_____ miles at \$0.25 cents per mile for volunteers	\$ _____
_____ miles at \$0.50 cents per mile for pulling trailer	\$ _____
Unit # Pulled _____	
_____ miles at \$0.585 cents per mile for Task Force	\$ _____

Parking / Tolls / Other Transportation _____	\$ _____
Travel Meals (to/from deployment site) _____	\$ _____
Lodging _____	\$ _____
Meals (at deployment site) _____	\$ _____
Miscellaneous Expenses (Itemize) _____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENSES	\$ _____

Date _____ Signature _____

FOR FINANCE OFFICE:

LINE ITEM TO CHARGE _____
ACCOUNT NAME _____
APPROVED BY: _____ DATE: _____

* Please tape receipt(s) to separate sheet(s) of paper so ALL receipts are visible when copied.

* You will be reimbursed for either gas or for mileage. NOT for both.

PLEASE ATTACH ALL RECEIPTS FOR EXPENSE REIMBURSEMENTS

SOUTHERN BAPTISTS OF TEXAS CONVENTION DISASTER RELIEF TRAVEL EXPENSE POLICY

The following travel expense policy shall apply to those who have been authorized to travel under expense reimbursement. Please be mindful of the more economical means of travel when making your travel arrangements.

1. Expenses and receipts are due within 30 days of end of individual volunteer's deployment.
2. Actual expenses of lodging, meals, taxi tips, car/truck rental, and transportation by commercial carrier will be reimbursed if authorized prior to deployment.
3. All individual expenditures for travel and meals are reimbursable with appropriate receipts. Receipts must accompany submitted expense form. Meal reimbursement limit per meal per person is \$30 (including meal, drink, tax, and tip). Bear in mind that keeping meal costs low stretches the Disaster Relief budget.
4. For out of state deployments, please include fuel tickets. Some of our out of state expenses are reimbursable through a grant (mileage does not qualify). Your fuel tickets help us qualify for this grant.
5. When authorized, commercial car/truck rental and fuel costs will be reimbursed.