

# SOUTHERN BAPTISTS OF TEXAS CONVENTION

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## Disaster Relief Volunteer Reimbursement Form

Please review expense policy on page 2.

Revised 01/05/2023

### 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 \$0.30 cents per mile for <b>volunteers</b>	\$ _____
_____ miles at \$0.655 cents per mile for <b>pulling trailer</b>	\$ _____
Unit # Pulled _____	
_____ miles at \$0.655 cents per mile for <b>Task Force</b>	\$ _____

### OTHER EXPENSES\*\*

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

Date \_\_\_\_\_ Signature \_\_\_\_\_

### FOR FINANCE OFFICE:

LINE ITEM TO CHARGE \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

**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. Electronic copies of receipts are acceptable as long as they are legible.