

SOUTHERN BAPTISTS OF TEXAS CONVENTION

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Disaster Relief Volunteer Reimbursement Form

Please review expense policy on page 2.

Revised 01/06/2025

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 **volunteers** \$ _____

_____ miles at \$0.70 cents per mile for **pulling trailer** \$ _____

Unit # Pulled _____

_____ miles at \$0.70 cents per mile for **Task Force** \$ _____

OTHER EXPENSES**

Fuel/Parking / Tolls / 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: _____

*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. Receipts for each expense must accompany submitted reimbursement form. Electronic copies of receipts are acceptable as long as they are legible. Please organize receipts by line item (example: "Lodging"), then by date.
3. 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. Eating out when on site is not covered unless meals are not provided.
4. Lodging, taxi, tips, car/truck rental, and transportation by commercial carrier *must be authorized prior to deployment* to be reimbursed.
5. 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.