

Mileage Reimbursement Request

Voices for Children, CASA of Boulder County provides the opportunity for volunteers to request reimbursement of miles driven in service to an active case. Reimbursements will be made at the current federal reimbursement rate at the time of the request. If reimbursement is taken, mileage cannot be included as a tax deduction on your personal taxes.

Reimbursement Requests can be submitted by email to your case supervisor or mailed to:

Voices for Children, CASA of Boulder County
 5408 Idylwild Trail
 Boulder, CO 80301

Reimbursement requests must be received within 7 days of the close of the month.

Name: _____
Email Address: _____
Month(s): _____ **Year:** _____

Date	Destination/Addresses	Miles Per Leg	Purpose	Total Miles	Reimbursement Amount
					\$0.00
					\$0.00
					\$0.00
					\$0.00

Total (72.5 cents/mile) 0 \$0.00

You will receive an email from Bill.com prompting you to complete your Bill.com account to receive ACH payment. Please follow the instructions in that email to complete the process.

VFC Approver Signature: _____

Date: _____