

Wisconsin Cervid Farmers' Foundation

Reimbursement Expense and Mileage Sheet

NAME: _____

ADDRESS: _____

PHONE: _____

DATE	EXPLANATION OF EXPENSE OR MILES DRIVEN	MILES	X \$.50 or \$.65	\$ AMOUNT
SUBTOTALS:				
TOTAL AMOUNT DUE:				

Signature: _____

Please note:
 You may request reimbursement for expenses incurred while working on a voluntary basis for the Wisconsin Cervid Farmers' Foundation (WCFF). Paid employees may not be eligible for Expense reimbursements are at the discretion of, and must be approved by, the WCFF Board of Receipts MUST be attached to this form.
 A full day of WCFF work is required for each night of hotel expense to be reimbursed.
 Meals may be reimbursed up to these maximums per meal: breakfast \$3, lunch \$5, dinner \$7. Mileage reimbursement amount is different than \$.14/mile set by the current standard IRS rate for miles driven in service of charitable organizations. *(information from www.irs.gov)*
9/13/23 it was voted by the WCFF Board to pay volunteers \$.50/mile or \$.65/mile for pulling the trailer for outreach events such as trade shows.
 Submit this form, with receipts, to the WCFF Treasurer:
Carol Kubly, W3796 County Hwy EE, Monticello, WI 53570.