

EXPENSE REIMBURSEMENT SUBMISSION FORM

PHONE:[illegible]

Date:

Please note:

- * You may request reimbursement for expenses incurred while working on a voluntary basis for Whitetails of Wisconsin. Paid employees may not be eligible for reimbursement.
- * Expense reimbursements are at the discretion of, and must be approved by, the WOW Board of Directors.
- * Receipts MUST be attached to this form.
- * A full day of WOW 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 the current standard IRS business rate. (*rate from www.irs.gov*)
- * Submit this form, with receipts, to the WOW Treasurer:
Emma Gehring, 1968 County Rd. E, Baldwin, WI 54002