



MIDSOUTH REGION USPC EXPENSE FORM



All requests for reimbursement of expenses must be accompanied by receipts. This applies to tolls, parking, meals, copies, etc. This is an IRS requirement for non-profit organizations. This form should be approved by your Chairperson/ Organizer before submitting it to MidSouth Region Treasurer for reimbursement.

NAME: _____ **DATE:** _____

I request reimbursement for amounts expended by me as _____
(volunteer position)
 in connection with _____ on _____
(event/activity) (date)

1. TRAVEL

a. Mileage: _____ @ \$.50 per mile \$ _____

b. Tickets: Airline, Bus, Train (Receipts must be attached) \$ _____

2. **POSTAGE** (Receipts must be attached) \$ _____

3. **TELEPHONE** (Attach copies of marked monthly bills) \$ _____

4. **PRINTING/ PHOTOCOPIES** (Attach invoice) \$ _____

5. **FEE** (If applicable) \$ _____

6. **OTHER** (Explain) (Motel and/or Registration Fee here) \$ _____

_____ (**Must attach receipt(s)) \$ _____

7. **TOTAL EXPENSES** \$ _____

8. **LESS DONATION** (enter as negative amount. Ex: -100.00) \$(_____)

If you wish to donate all or part of this amount to the MidSouth Region, please indicate the amount of contribution here. Contributions are deductible for income tax purpose as allowed by law. A letter of acknowledgment will be sent to you for your records. Thank you.

9. **REIMBURSEMENT DUE** \$ _____

Signature: _____

RS Approval: _____

Send Check to: _____

Mail form and receipt to RS: N. S. Smith, 1110 Appalachee Dr., Huntsville, AL 35801

For Office Use:				
Date Rec _____	Date Paid _____	Ck# _____	Approved By _____	GL# _____