Volunteer Reimbursement Claim Form

*Tip: Include this form on your club’s website.*

Reimbursement Form



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| **Volunteer Details** |
| **Name** |  | **Date** |  |
| The below statement represents an accurate account of my expenses in carrying out my assigned volunteer duties. Receipts are attached for specific items. |

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| --- | --- | --- | --- |
| **Date** | **Item/Description** | **Receipt or Invoice No.** | **$ Amount** |
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| **Total Expenses:** | **$** |

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| --- |
| **Reimbursement Approval**  |
| **Name of club representative** |  |
| **Signature of club representative** |  |
| **Reimbursement received by volunteer** | **$** |
| **Date reimbursed** |  |
| **Signature of volunteer** |  |