



Association for Workplace Tragedy Family Support

VOLUNTEER EXPENSE REPORT

Please print clearly (or type) and ensure that all details requested have been provided. Submit your completed expense report by sending your signed report, along with all original receipts for meals, parking, accommodation, or other approved expenses. Expenses submitted for reimbursement must be in accordance with Threads of Life policy PA-02: Travel and Reimbursement.

We are a grant-funded organization and expenses are required to be received by Threads of Life within 30 days of an event, otherwise we may not be able to reimburse.

Name of Activity: _____

Activity Start Date: _____ Activity End Date: _____

Volunteer Name: _____

Mailing Address: _____

City / Town: _____ Province: _____ Postal Code: _____

Email address to accept e-transfer: _____ *Please send me a cheque instead*

EXPENSE DETAILS

Please provide all applicable details requested below. Expenses will be paid by e-transfer, unless otherwise requested. Receipts are required for all expenses except mileage and incidentals (where applicable).

Expense Type	Description and details	Costs
<i>Travel:</i>	Driving personal vehicle	
	from: _____ to: _____	
	from: _____ to: _____	
	Total mileage (in kilometres): _____ km x _____ / km	
	Taxi / Shuttle: _____	
	Parking: _____	
	Other (explain): _____	
<i>Meals:</i>	When travelling, the maximum daily meal allowance is \$69 (\$23/meal). Maximum amounts include gratuity. Threads of Life does not cover the cost of alcoholic beverages.	
	#Breakfasts: _____ Breakfast total: _____	
	#Lunches: _____ Lunch total: _____	
	#Dinners: _____ Dinner total: _____	
<i>Incidentals:</i>	Number of nights away on Threads of Life business: _____ at _____ / night	
<i>Other expenses:</i> (must be pre-approved)	1. _____ 2. _____ 3. _____	
TOTAL EXPENSES		

ACKNOWLEDGEMENT:

Expenses, as detailed above, were incurred by the undersigned in the performance of Threads of Life business.

VOLUNTEER'S NAME: _____ **DATE:** _____

Reviewed by: _____ Approved by: _____ Date posted: _____

Please send your completed form, with all receipts by email to:
Kimberly Bondame at kbondame@threadsoflife.ca.

Or by mail with original receipts to:

Threads of Life, P.O. Box 9066, 1795 Ernest Ave., London, ON, N6E 2V0

PA-02.01: Volunteer Expense Report