

VOLUNTEER MILEAGE REIMBURSEMENT FORM

Please keep a record of miles driven to volunteer for Meals on Wheels on the form below. **When you have reached 100 miles you may submit the form and receive a \$20.00 QuikTrip card.** A new form will be mailed to you with the gas card. Include mileage to and from your home to your distribution site, and any delivery mileage driven. Personal reasons, or errands may not be included on this form. Return the completed form to us **MONTHLY** at Meals on Wheels of Metro Tulsa, 12620 E 31st Street, Tulsa, OK 74146-2307. Call 918.627.4103 if you have questions.

Your Name _____ Volunteer Site _____
Address _____ City _____ Zip _____
Phone _____ Email _____

Date of Volunteer Trip	Odometer Reading at Beginning	Odometer Reading at Ending	Miles Driven	Less Any Personal Miles	Total Miles	Summary Balance of Miles
<i>Example: 1/2/16</i>	<i>20200.0</i>	<i>20212.5</i>	<i>12.5</i>	<i>(shopping) 2.0</i>	<i>10.5</i>	<i>(add the previous column with this column to keep running balance)</i>
TOTAL MILES: MUST EQUAL A MINIMUM OF 100						miles

I certify that the above is accurate and true. This mileage was performed as a volunteer for Meals on Wheels. I understand that this is considered mileage reimbursement and therefore I cannot claim this same mileage as a tax deductible donation, nor reimbursement from any other source.

Signed _____ Date _____