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| letterhead-11.png**Transportation Reimbursement Form** |

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| ***Office Use Only***  Date Log Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total to be Reimbursed \_\_\_\_\_\_\_\_\_\_\_\_\_  Date Cheque Mailed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Cost Centre : VOSE**  Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **100% of the bus, parking or Access Bus expenses incurred by a volunteer on their shift will be reimbursed.** |

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| Completed forms are to be dropped off at the Manager’s Office (leave under the door if necessary). Refund requests will only be processed every 4 months (in the weeks of April 15th, August 15th & December 15th ) with payment by cheque being mailed within 3 weeks of these dates. We ask that a minimum request for $20.00 be submitted otherwise it should be held onto until the next quarter. Parking receipts are required and when available please include all receipts and HST totals. |

Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Only log the shifts when you have incurred a transportation cost**

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| **Date of Volunteer Shift** | **Bus or Parking**  (B, P or Access Bus) | **# of hours volunteered** | **$ Cost Incurred to Volunteer** | **HST Totals** (indicated on parking receipts only) |
| *Ex. 1/1/2022* | *P* | *6* | *5.5* | *.22* |
| *Ex 1/8/2022* | *AB* | *6* | *4* | *0* |
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|  |  |  | ***Total Cost*** | ***HST Total*** |

(Revised April 2022)