Participants may submit reimbursement requests for mileage to and from a presentation, parking, or other transportation (taxi, bus, subway, train). Receipts for parking and other transportation are required. Maximum reimbursement will be the equivalent of mileage up to 200 miles round trip per presentation at the rate of .70 cents per mile. If you choose not to take the reimbursement or spend in excess of the maximum allowable amount, OCRA can provide you a letter for your tax purposes. Submit completed forms and receipts online or by email to Susan Leighton, [**sleighton@ocrahope.org**](about:blank)in accordance with the following schedule:

PRESENTATIONS SUBMISSION DEADLINE

1 January 2025 - 30 June 2025 Not later than 7 July 2025

1 July 2025 - 31 December 2025 Not later than 7 January 2026

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School and Date of Presentation. List address of starting and ending point of travel** | **Mileage** | **x.70 cents** | **Parking Other\*** | **Total** | **Office use** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Example: ABC University, January 20, 2025, 123 Smith Road, Jones, AL to 123 University Road, Jones, AL 11111 to 123 Smith Road, Jones, AL 11112 (home to school to home) OR 123 Park Road, Jones, AL 11113 to 123 University Road, Jones, AL 11111 to 123 Smith Road, Jones, AL 11112 (work to school to home)

\*Other - taxi, bus, Uber, train, subway, tolls

**Name: Email address:**

**Mailing address:**

**( ) I request a letter for tax purposes in lieu of reimbursement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Signature required ONLY if requesting tax letter)**

**FOR OFFICE USE ONLY: Total requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) Check ( ) Receipt for taxes**