



Travel Reimbursement Request

Survivors Teaching Students® Volunteer Form - Additional Presentations & Mileage

Continuation sheet — use **ONLY** if your presentations or expenses do not fit on page 1. Enter the mileage rate, payment preference, certification, and approvals on page 1 only; **add the page subtotals below into the totals on page 1.**

Volunteer Name _____

Date _____

PRESENTATIONS & MILEAGE

DATE	SCHOOL OR PROGRAM	STARTING ADDRESS → ENDING ADDRESS	MILES	AMOUNT
Mileage subtotal				\$

List every part of the trip — for example, *home → school → home*, or *work → school → home*. Amount = miles × the mileage rate entered on page 1, capped at 200 miles round trip per presentation.

PARKING & OTHER TRANSPORTATION

DATE	TYPE	MERCHANT	DESCRIPTION	AMOUNT
Parking subtotal				\$

Type — parking, taxi, rideshare, bus, train, subway, or tolls. Attach a copy of the receipt for each line above.