NONPROFIT EXPENSE REPORT

Every expense tagged to the program or fund that authorized it. Volunteer miles reimburse at the charitable rate.

Organization ______________________ **Prepared by** ______________________

Role (staff / volunteer) ______________________ **Program / event** ______________________

Period from ______________________ **Period to** ______________________

Date	Description	Program / fund	Category	Rcpt	Amount

PROGRAM / FUND SUMMARY

Expenses subtotal	
Volunteer miles × 14¢	
TOTAL REIMBURSEMENT	

Tag every expense to the program or fund that authorized it — restricted and grant-funded money has to be traceable to its purpose. Volunteers reimburse at 14¢/mile (set by Congress, unchanged since 1998); paid staff driving on business use the standard IRS business rate instead.

Prepared by / date

Treasurer / board approval / date