



ARROWSMITH COMMUNITY JUSTICE SOCIETY Mileage & Expense Claim Form

Revised: 11 Jan 2018

Date of Submission: _____ ACJS Case Number: _____

MILEAGE DETAILS

DATE	FROM	TO	KILOMETERS
TOTAL KILOMETERS			

Total Kilometers _____ x .38 cents = _____ Mileage Claim Amt.

EXPENSES

DATE	FOR	AMOUNT
TOTAL EXPENSES		

Volunteer Signature: _____

Approved by Coordinator: Initials: _____

*** NOTE:** (for ACJS record keeping requirements)

- **one** case per form only
- must be submitted within 30 days of the conference or closure of file (whichever comes first)

For those wanting to donate claim back for charitable receipt.

A paper trail is required by the Canada Revenue Agency. We must follow the following steps:

1. Make claim above and submit to Coordinator for approval.
2. A cheque will be issued to you from ACJS treasurer as payment
3. You make donation by way of a personal cheque payable to ACJS
4. Upon receipt of #3, a charitable receipt will be issued to you.