



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Mileage Claim Form

Revised: 1 Dec 2015

Mileage Claim:

With a submitted form, travel costs for volunteer work with a private vehicle, can be claimed at a rate of .38 cents per kilometer.

Date of Submission: _____ ACJS Case Number: _____

MILEAGE DETAILS

DATE	FROM	TO	KILOMETERS
TOTAL KILOMETERS			

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

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 Income Tax Department. 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 as payment of mileage claim
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.