



Encouraging the appreciation, study, and conservation of all components of the natural world.

## Mileage Reimbursement

Board Decision effective March 8/18:

- Nature Calgary will issue a charitable donation receipt to members who have incurred mileage expenses:
  - as field trip leaders, or
  - for activities pre-approved by the board

Instructions for Use:

- use this form to record & accumulate travel details for the period January 1 - December 31
- sign the declaration below directing Nature Calgary to issue a charitable donation receipt in lieu of a cash reimbursement
- attach copies of signed waiver forms as support for field trips led
- submit the signed form & waivers to the treasurer by **January 31st** of the following year
- treasurer will process request and issue a charitable donation receipt to you for your gift in kind

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Date	Activity	From	To	Km	Rate	Total
					0.55	
					0.55	
					0.55	
					0.55	
					0.55	
					0.55	

Activity: Annual General Meeting

- Banquet
- Bird Study Group
- Board Meetings
- Bus Trip
- Executive
- Field Trip
- General Meetings
- Membership
- Newsletter
- Other - provide details
- Volunteer Appreciation

### Declaration

I direct that the funds to which I am entitled by way of reimbursement, that would otherwise be forwarded to me by cash or cheque, be transferred to Nature Calgary as my gift.

\_\_\_\_\_  
Signature

Please forward this form to the Treasurer at the address below OR email to [treasurer@naturecalgary.com](mailto:treasurer@naturecalgary.com)