

OCF Mileage Reimbursement Form (2022)

Mileage expenses meeting the requirements of the OCF [Mileage Reimbursement Policy](#) and incurred for charitable purposes may be reimbursed at the rates approved for charities by the IRS, found below. This form must be submitted within 60 days. Excess reimbursement must be returned to OCF within 120 days.

Mileage rates for 2022:

- \$0.14 for unpaid Collective volunteers
- \$0.56 for OCF employees (must be employed through Justworks)
- Contractors are not eligible but may be able to deduct mileage as a business expense; see the [Mileage Reimbursement Policy](#) for details

For every trip that qualifies for reimbursement, submit this form as documentation for a reimbursement expense on your Collective's page. In an Expense Comment, which is private, **you must also attach a screenshot of Google Maps or OpenStreetMap directions showing the trip and matching mileage.**

Individual's name: _____

OCF Collective name: _____

Select one: ☐ Collective volunteer ☐ OCF employee (via Justworks)

Total mileage: _____ miles

I hereby warrant and represent that I have active car insurance coverage and can provide proof if requested.

Signature: _____

Date: _____

Date (within 60 days)	Mileage (mi)	Origin	Destinations	Purpose of travel

Multiple reimbursement forms may be submitted in a single expense. Please feel free to attach additional information on travel destinations and purposes as needed.

Additional trips

[illegible]