



Baraboo River Runners Expense Report



Name: _____ Date: _____

Description

Total Amount

Mileage Regular Auto @ .625 x _____ Miles = \$ _____
 Commercial Auto @ 1.25 x _____ Miles = \$ _____ \$ _____

Details: _____

Supplies

\$ _____

Details: _____

Meals

\$ _____

Details: _____

Miscellaneous

\$ _____

Details: _____

Total Expense Reimbursement: \$ _____

Make Expense/Reimbursement **Payable** to: _____

Mail Reimbursement to: _____

Are you donating all or Part of these Expenses as an "in-Kind" Donation? Y / N

If yes, Amount Donated \$ _____

Meeting Date: _____ Ok'd: _____

Date Paid: _____ Check # _____ Amount Paid: _____

***supporting Receipts, Dates of Service, and Documents Required for Reimbursement**

9/14/2022

Donation “In Kind” or “Exchange”

Definition:

Donations “In Kind” are gifts of property that are voluntarily transferred by a member or donor to The Baraboo River Runners Snowmobile Club without compensation.

These gifts may include equipment, materials, supplies, and other personal property a donor might give to the club for use in maintaining the Baraboo River Runners trail system. All in “In-Kind” donations should be reported at the monthly regular meetings so they are recognized in the minutes of our meetings.

“In-Kind” donations have been the foundation of the Baraboo River Runners Snowmobile Club since 1969. These donors from both the past and present are greatly appreciated and deserve to be recognized. Without them, we would not be here today.