



# COMMUNITY CONNECTIONS

A STATEWIDE RECREATIONAL LINKAGE SERVICE

## ACTIVITY / MILEAGE REIMBURSEMENT REQUEST

**PLEASE PRINT.** Use the guidelines on the back of this form and/or your member handbook before submitting your request. Call the statewide office or your local site should you have questions. Use only one form per activity.

**1. Complete Reimbursement payment information:**

Date: \_\_\_\_\_ Member Phone \_\_\_\_\_

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

Address: (include city, state and zip): \_\_\_\_\_

Is this a new address  Yes  No Community Connections ID Card # \_\_\_\_\_

**2. Complete activity information:**

**NOTE: PLEASE OBTAIN A RECEIPT FOR YOUR EXPENSES AND RETURN WITH THIS FORM.**

Date of Activity: \_\_\_\_\_ Activity: \_\_\_\_\_

Location of Activity \_\_\_\_\_ Total Cost of Activity; \_\_\_\_\_

Amount of Reimbursement Requesting \_\_\_\_\_ Comments: \_\_\_\_\_

I, (member signature) \_\_\_\_\_ certify that I incurred these expenses for the activity stated above.

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**This section will be completed by Community Connections Staff.**

*This request has been reviewed and authorized by Community Connections.*

CC Staff Signature: \_\_\_\_\_

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

Budget Line Item: 61100-550 Activity

Budget line Item: 61110- 550 Mileage

Budget Line item: 61150-550 Site Funds

CC Staff: Circle one GL account

## Guidelines for Activity/ Mileage Reimbursement Request Form

### HOW TO USE:

- The amount reimbursed to you will be determined by your past and present usage of the program and not to exceed \$10.00.
- Reimbursements will only be granted for one aspect of your activity. If we have provided a discount ticket for your admission we cannot also reimburse the remainder of the cost nor can we reimburse the travel costs to get there.
- Reimbursements cannot be requested for food, home video rentals or home hobby purchases.
- Reimbursements for high priced activities (gym memberships, adult ed courses, etc.) cannot be requested more than 4 times per year.
- Receipts must have the name of the facility and date stamped or printed on it to be valid.

### INSTRUCTIONS:

- **Receipts need to accompany your reimbursement request.** Save a receipt from a recreational activity (going to a play, concert, baseball game...). If a receipt is not automatically given, ask for one. If receipts are older than 2 months they cannot be reimbursed.
1. On the form, **Fill out your name, address, and phone number.**
  2. **Type of Activity** means **what the activity was** that you went to. You can write in movie, concert, etc.
  3. **Date of Activity** means **when the activity was that you attended.**
  4. **Location of Activity** means the **town in which you did the activity** you are asking for reimbursement for.
  5. **Amount of Reimbursement** means **how much you are requesting** of the amount you paid out to attend the activity.
  6. Total cost means what the total cost of the activity was.
  7. **Your signature is required for processing. Sign your name on the line certifying that you did indeed incur the expense(s).**
  8. **Connect your receipt to the form and mail it to us.**
- **We fill out the bottom of the form.** It generally takes 3-4 weeks to receive a reimbursement.