DIVISION TRAVEL REIMBURSEMENT
SOUTHERN DIVISION REIMBURSEMENT FOR TRAVEL
An effective nonprofit organization travel reimbursement policy should clearly state the mileage reimbursement rules. For ease of reimbursement calculation and tax exemption of mileage reimbursement,
you may ask individuals to submit the following documents and applicable receipts:
• Purpose of visit
• Destination
• Date(s) of travel
• No. of miles driven
• Fuel receipts (Optional)
You should also encourage employees and volunteers to keep a copy of these receipts and documents. It will
help them prove that the reimbursement doesn't fall under taxable income. In case you are not reimbursing
volunteer travel expenses, it will be considered a charitable contribution for the individuals.
When travel is required to conduct Southern Division's mission requirements (business) the following
reimbursements shall be allowed:
Mileage Reimbursement:
• 32 cents per mile for business purposes
• Actual Toll charges with receipts
• Submit requests for reimbursement within 60 Days of the event
• Submit Southern Division Reimbursement Form SDRF-26
• If you are reimbursed for mileage no claim for excess expenses as an itemized deduction
Lodging Reimbursement:
• $90.00 per night for business purposes
• Submit receipts
• Submit requests for reimbursement within 30 Days of the event
• Submit Southern Division Reimbursement Form SDRF-26
All travel reimbursement requests need to be submitted with From SDRF-26 and receipts.
Note: Southern Division Reimbursement Form -26 is available on the Southern Division's Website