1. Open the Volunteer Travel Reimbursement Worksheet in Excel and make sure Macros are **enabled**.
2. This worksheet should only be used when you are only going to one destination to see an assigned child. It should not be used when you are going to multiple destinations or if you have any overnight travel expenditures.
3. **Name:** Enter the first and last name of volunteer
4. **Date:** The date the travel trip summary form was completed
5. **Volunteer Tax ID Number:** This will be your SSN (or FEIN if we are reimbursing a business). This will be the volunteer’s vendor number in Flair so it is required on all travel voucher forms.
6. **Volunteer Address:** The address where you want your travel reimbursement check(s) mailed.
7. **Circuit:** Using the drop down menu, select the Circuit where you volunteer.
8. **Description:** Include a justification for the travel, the reason you are seeking reimbursement and any successful outcomes or other positive information about the child that came about as a result of your visit.
9. **Date of Travel:** This is the date the travel took place
10. **Address and City of Origin:** This is where your trip started. It could be your home, a local GAL office etc. Make sure you include the address, city and zip code.
11. **Time of Departure:** What time did you start your trip?
12. **Mileage to Destination:** How many miles was it from your starting location to the location where you met with the child?
13. **Address and City of Destination:** This is where you were going. Make sure you include the address, city and zip code.
14. Time of return to origin: What time did you arrive back at the starting location?
15. **Mileage from Destination to Origin:** How many miles was it from the child’s location to your starting location?
16. **Tolls:** To be reimbursed for toll charges you must provide a copy of the original toll receipts.
17. **Parking:** To be reimbursed for parking you must provide a copy of the original parking receipts.
18. **Car Rental:** You may opt to rent a car instead of driving your own personal vehicle. If you rent a car you will not be reimbursed for mileage. GAL will reimburse you for the cost of a **compact** rental car plus applicable taxes and fees. However, since volunteers are covered under GAL’s auto insurance policy, GAL will not reimburse you for any optional insurance selected on a rental car. Please make sure you decline any optional insurance at the time the car is picked up because most car rental companies will not remove this charge after they hand you the keys. A copy of the car rental receipt **must** be included with the travel voucher form.
19. **Gas:** GAL will only reimburse you for actual gas expenses when you rent a vehicle for official GAL business. In order to be reimbursed for gas expenditures you **must** provide a copy of your original gas receipts with the travel voucher form.
20. Once all of the information is entered on the Trip Summary form, you should press the “Print Trip Summary Form” and the “Print Travel Voucher Form” buttons at the bottom of the worksheet.
21. Sign and date the printed travel voucher form and forward it, along with all of your receipts, to your supervisor for approval. Once approved, the travel voucher form and receipts should be sent to the GAL State Office for payment. Scan and email the form to: [travel@gal.fl.gov](mailto:travel@gal.fl.gov)