

REQUEST FOR REIMBURSEMENT OF VOLUNTEER TRAVEL

As a Volunteer of the Guardian ad Litem Program, I certify that the travel included on the attached State of Florida Travel Voucher forms are true and correct and I entered my trip information into the Florida Statewide Guardian ad Litem Program's Optima database.

I understand that, in order to claim reimbursement for volunteer travel expenses, the travel on the attached travel voucher form must meet one of the criteria established below (Check all boxes that apply to the travel reported on the attached travel voucher form):

- My trip was more than 25 miles (round trip) and related to my duties as a child advocate. Eligible travel includes:
 - I traveled more than 25 miles to visit a child, sibling or family of a child I am appointed to represent
 - I traveled more than 25 miles to attend an important event in the child's life such as a college visit, a family event, a job interview, or a relative's funeral
 - I traveled more than 25 miles to attend a training session required by the Guardian ad Litem Program that is requested or approved by the GAL Executive Director or Director of Operations.

- I transported a courthouse dog to a GAL-related event where the dog will comfort or support kids;

- I traveled out of state or need to fly out of state (NOTE: out of state, overnight and air travel require advance approval from the Circuit Director and Director of Operations); or

- I volunteered 10 or more hours during the week (Saturday through Friday) and am only claiming mileage reimbursement for those trips taken after the 10-hour requirement was satisfied.

Volunteer Signature

Date