

**MINNESOTA LAND TRUST  
VOLUNTEER EXPENSE REIMBURSEMENT FORM**

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

Mail check to: \_\_\_\_\_

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

\_\_\_\_\_

Please **sign and attach receipts** to the back of this form and submit for reimbursement **as soon as possible** after the expense is incurred. Send reimbursement requests to Shalesa Johnson at the Minnesota Land Trust, 2356 University Avenue West, Suite 240, St. Paul, MN 55114.

Date of expense	Type of expense (including vendor name)	Property: Site (Tract)	# Miles (if appropriate)	Amount (\$0.670/mi)
7/08/24	Example: Travel, monitoring an easement property	Gem Lake (Gardner)	60	\$39.30
7/31/24	Example: Postage to mail four workbooks back to the Land Trust	N/A	N/A	\$9.75

Mileage = \$0.670/mi as of January 1, 2024 (IRS rate)\*

Total: \_\_\_\_\_

Signature: \_\_\_\_\_

**\* A note on tax deductions:** Current IRS regulations allow volunteer monitors to deduct a maximum rate of \$0.14/mile when donating mileage to a qualified non-profit such as the Minnesota Land Trust. It is possible to receive a higher deduction if you submit your reimbursement request to us and – once we send you a reimbursement check – sign the reimbursement check back to the Minnesota Land Trust as a donation. When doing so, please designate the donation as for the Stewardship Program.