



Volunteer Reimbursement Form

Southeastern Pennsylvania Group
2401 Walnut Street, Suite 102
Philadelphia, PA 19103

Date of expense:

Name of Requestor:

Street:

City/town:

Phone:

Email:

If not requestor, pay to:

Note: attach bill or invoice if requesting direct payment

Itemization of Expenses	
Printing	
Supplies	
Food	
Lodging	
Registration	
Travel	
Other:	
Miles traveled x \$0.20/mi =	
Total Reimbursement:	\$

County:

Project/program:

Description of Activity

Please include all receipts as well as a copies of documents related to the event such as a flyer or a program.

You may either email documents to emilylambertdavis@gmail.com or Jim.wylie@verizon.net or mail them to Emily Davis

Sierra Club of Southeast PA
2401 Walnut Street, Suite 102
Philadelphia, PA 19103

For questions contact Jim or Emily at the above email addresses

Note on using 501(c)3 Funds

Donations to our 501(c)3 account are tax deductible so may not be used for any event at which there is a political goal or the goal of expanding membership.

For these events, you must submit all related materials (ex. agenda, advertisements) before the event so so that it may be reviewed by Compliance. The Compliance office will confirm what percentage of the work is c3 and/or c4. This will help us to better manage our funds in a way that ensures the Chapter is acting within the bounds of our tax status. You must also obtain an IRS c3 determination letter if you are working with another organization.
