

2023-2024 Operations Support (OS)

Documentation Summary Sheet for: Transportation, Option 1: Mileage

Agency Name _____

Name of Person Who Prepared this Report _____ Food Bank ID _____

Phone or email _____ County _____

- Complete this sheet for documenting Mileage costs and attach it to the required documentation.
- This form must be returned with required documentation no later than **May 31, 2024**.
- Anticipated payments are not allowable.
- The eligible time period is July 1, 2023 through May 31, 2024.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2024.

OPTION # 1: Transportation Mileage Costs. You may be reimbursed for mileage for transportation of HPNAP food to your emergency feeding site. Mileage can be claimed for picking up an order from the Food Bank Warehouse and/or a Food Bank Delivery site, but mileage cannot be claimed for picking up food other than an order from the Food Bank. Food deliveries directly to your clients is also allowable.

For Mileage documentation, include a log showing dates, destinations, odometer readings and mileage traveled. The log must be signed by the driver and endorsed by the agency supervisor authorizing the expense. Copies of bank-canceled checks or signed receipts must be provided as proof of payment. (Receipts for tolls may be reimbursed if attached, but not gas receipts.)

Total Miles _____ X \$0.655 Per Mile= \$ _____ Total Mileage

Plus Total of Tolls _____ = \$ _____ Total Cost for Transportation.

DATE	PAID TO	CHECK #	AMOUNT
		TOTAL	

Arrange copies of documents in the order listed above, with the summary form on top.
 Return to Cathryn Doraby at OSGrant@regionalfoodbank.net

2023-2024 Operations Support (OS)

Documentation Summary Sheet for: Transportation, Option 2: Rental Costs

Agency Name _____

Name of Person Who Prepared this Report _____ Food Bank ID _____

Phone or email _____ County _____

- Complete this sheet for documenting Vehicle Rental costs and attach it to the required documentation.
- This form must be returned with required documentation no later than **May 31, 2024**.
- Anticipated payments are not allowable
- The eligible time period is July 1, 2023 through May 31, 2024.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2024.

OPTION #2: Transportation Rental Costs. You may only be reimbursed for rental costs from a vehicle rental company for transportation of HPNAP food to your emergency feeding site. Rental costs can be claimed for picking up an order from the Food Bank Warehouse and/or a Food Bank Delivery site, but not for picking up other food. Food deliveries directly to your clients is also allowable.

For Rented Vehicles provide a list of the dates, destinations, paid rental invoices, gas receipts, and toll receipts PLUS copies of bank-canceled checks if paid by check.

Rental Date	Destination	RENTAL AMOUNT	GAS	TOLLS	TOTAL FOR EACH TRIP
TOTALS					

Totals: \$ _____ + _____ + _____ = Total Cost \$ _____
 Rental Total Toll Total Gas Total

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