



# Illinois Baptist Disaster Relief Reimbursement Request



Name of person to whom the reimbursement will be written: **(Please print clearly)**

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Callout/Event/Meeting: \_\_\_\_\_ Dates Held: \_\_\_\_\_

Round trip travel from \_\_\_\_\_ to \_\_\_\_\_

Total vehicle mileage\*: \_\_\_\_\_ Miles x \_\_\_\_\_ Rate (see bottom of page) = \$ \_\_\_\_\_

Total number of passengers in my vehicle: \_\_\_\_\_ Trailer \_\_\_ No Trailer \_\_\_

Pre-approved charges for parts, repairs or miscellaneous (with attached receipts)

\_\_\_\_\_ \$ \_\_\_\_\_

Pre-approved Lodging (with attached receipts)

\_\_\_\_\_ \$ \_\_\_\_\_

Pre-approved Meals (with attached receipts)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_ As Payee \_\_\_\_\_ (Initial), I request a reduction of reimbursement as a donation to IBDR. (\$ \_\_\_\_\_)

\_\_\_ As Payee \_\_\_\_\_ (Initial), I request a reduction of reimbursement because I received partial funding from another funding source. (\$ \_\_\_\_\_)

Account number \_\_\_\_\_ Total reimbursement request: \$ \_\_\_\_\_

Requested By (Signature): \_\_\_\_\_

IBSA-IBDR Administrative Director: \_\_\_\_\_

IBSA-AED Approval (\$1000 and over): \_\_\_\_\_

**\*IBDR will reimburse Passenger vehicles at a rate .25 cents per mile.**

- a. A vehicle must have a minimum of 2 people for reimbursement.
- b. Single driver vehicles will only be allowed with prior approval from the State Director.

**\*IBDR will reimburse vehicles with trailers or large equipment at the rate of .50 cents per mile.**

- a. A vehicle must have a minimum of 2 people for reimbursement.
- b. It is expected that a unit will include one unit trailer, and in some situations one piece of large equipment. Additional equipment requires approval from the state director prior to their departure to the field.

**Please submit this completed form with any supporting documents to:**

IBSA Disaster Relief  
Reimbursement  
3085 Stevenson Drive  
Springfield, IL 62703

**Illinois Baptist Disaster Relief Volunteers**  
**Travel Reimbursement Policy**  
**October 19, 2018**

1. Illinois Baptist Disaster Relief (IBDR) will reimburse volunteers who travel on Disaster Relief assignments only if they are deployed at the request of the State Office. Teams or individuals who self-deploy, on their own initiative, without being requested by IBDR State Office are not eligible for reimbursement from IBDR.
2. All volunteer drivers are required to carry insurance on their own vehicles. Insurance costs are not reimbursable expenses.
3. Those units who receive reimbursement from their local church or association are asked to lower the amount requested by IBDR by the amount that they receive locally. It is preferred that units be reimbursed only once for their service regardless of the funding source.
4. IBDR will reimburse Passenger vehicles at a rate .25 cents per mile.
  - a. It is preferred that every seat in a vehicle be filled, a vehicle must have a minimum of 2 people for reimbursement.
  - b. In special situations there may be a need for a single driver vehicle. Single driver vehicles will only be reimbursed with prior approval from the State Director.
5. IBDR will reimburse vehicles with trailers or large equipment at the rate of .50 cents per mile.
  - a. Vehicles must have a minimum of 2 persons. In the case where the vehicle has more than two seats, it is preferred that every seat in the vehicle be filled.
  - b. It is expected that a unit will include one unit trailer, and in some situations one additional trailer for a piece of large equipment.
  - c. Teams must confirm the need for additional equipment (i.e. Skid steers and tractors) and receive approval for this additional equipment from the state director prior to their departure to the field. This approval can be received through [RespondIBDR@gmail.com](mailto:RespondIBDR@gmail.com).
  - d. When possible, it is preferred to leave a piece of equipment in the field to keep from hauling multiple pieces of equipment.
  - e. To maximize the resources available to IBDR, it is preferred, that when possible, unit directors coordinate the sharing of equipment between teams over multiple weeks.