



Mileage Request Form

Area Coordinator and Leadership Trainer: The purpose of providing mileage dollars to you is to encourage you to provide multiple training opportunities for your area's counselors – *location, location, location!* For the first fall workshop in your area, you are required to work your mileage costs into your budget. For the second, and/or third consecutive fall workshops offered in your area within the same season, you may request mileage reimbursement funds from the Service Center. Please submit this form to Jan Boone after your fall workshops are complete.

AC or LT Name: _____

AC or LT Address: _____

Date and location of first workshop: _____

No reimbursement available through the Service Center

Date and location of second workshop: _____

_____ round-trip miles at \$.30/mile US = \$ _____

_____ round-trip kilometers at \$.34/mile CA = \$ _____

Date and location of third workshop: _____

_____ round-trip miles at \$.30/mile US = \$ _____

_____ round-trip kilometers at \$.34/mile CA = \$ _____

How did providing workshops in multiple locations impact your attendance numbers compared to previous years? _____

Please send to Jan Boone GEMS Girls' Clubs Box 7259 Grand Rapids, MI 49510