

Name	
Address	
City, State, Zip	
Telephone #	

Expense Reimbursement Invoice

Remit To: Southwest Initiative Foundation
 15 3rd Ave. NW
 Hutchinson, MN 55350
 320-587-4848



Gov't Mileage
 Rate for 2009: 0.55

DATE	MEETING/ACTIVITY/LOCATION	ITEM	ITEM COST	# OF MILES	AMOUNT
Sub-Totals					

Signature		Date
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Total Requested	
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I certify that these expenses are true and accurate to the best of my knowledge. Receipts are provided where possible. Where receipts are unavailable due to billing delays, expenses are based on accurate estimates of actual expenditures.

Included for reimbursement are items such as: transportation costs and/or mileage, payments for replacement staff during YES events, food, lodging. Materials for YES Energy Action Projects are not covered under this expense allocation. SWIF will reimburse expenses up to a maximum of \$500 per YES! team. Receipts should be provided where possible. YES! is a youth program of Prairie Woods Environmental Learning Center and the Southwest Initiative Foundation that uses hands-on education and energy action projects to address energy opportunities and issues. For more information visit www.prairiewoodselc.org/yes.html or contact PWELC at 320-354-5894 or SWIF at 800-594-9480.