

Challenge Cost Share Program 2009

Volunteer Time and Expense Log

Attachment D

National Park Service
National Trails-Intermountain Region

Provide this form to each volunteer for recording hours, travel, and project-related purchases. Use one form per person. For group travel, only the driver may report mileage. Receipts are required for lodging, airfare, supplies, and equipment rental.

Project Name: _____

Name of Volunteer: _____

Dates of Work or Travel: _____

Location of Work or Travel: _____

Project Activities: _____

	Rate	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total
Date									
Volunteer Hours									
Mileage (Auto)									
Lodging*									
Per diem (meal allowance)									
Airfare									
Supplies									
Equipment Rental									
TOTAL EXPENSES									

*Receipts required for lodging, airfare, supplies, and equipment rental.

Volunteer's signature: _____ **Date:** _____

Project Manager's signature: _____ **Date:** _____