VOLUNTEER EXPENSE SUBMISSION FOR CHARITABLE RECEIPTING REVIEW

Volunteer Name: _____

Address: _____

Program/Trip: _____

Dates of Charitable Activities: _____

Expense Information

I am submitting the following expenses for review by From Houses to Homes Canada/De Maisons à Foyers Canada Ltd. to determine whether an official charitable donation receipt may be issued.

Airfare/Transportation: $_____

Accommodation: $_____

Other (describe): _____

Amount: $_____

Total Amount Submitted: $_____

☐ Receipts/invoices and proof of payment are attached.

☐ The expenses were incurred in connection with authorized charitable activities of From Houses to Homes Canada/De Maisons à Foyers Canada Ltd.

Personal or Vacation Component

Did this trip include personal travel, vacation, recreation or additional days not connected with the Charity's charitable activities?

☐ No ☐ Yes — If yes, please provide details:

_____

_____

Volunteer Declaration

I confirm that the information provided is accurate and that the expenses submitted were paid by me. I understand that From Houses to Homes Canada/De Maisons à Foyers Canada Ltd. does not reimburse volunteers for these expenses and that submitting expenses does not guarantee an official charitable donation receipt. I understand that the Charity will determine eligibility and the eligible amount, if any, in accordance with applicable CRA requirements.

Volunteer Signature: _____

Date: _____

Charity Review

Amount Reviewed: $_____

Eligible Amount for Receipting (if any): $_____

Reviewed/Approved By: _____

Position: _____

Signature: _____

Date: _____

Official Donation Receipt No. (if applicable): _____