



GENERAL REIMBURSEMENT FORM

Revised Dec 2015
Peace Corps/Tanzania

Please group Medical reimbursements on a separate form from other expense reimbursements.

PCV Name:

Site:

Date:

(Submitted to PC Office)

Medical Reimb

NonMedical Reimb

PER DIEM EXPENSES

Meals Included		Travel		Description	Per Diem*	Receipt #	Travel	Receipt #	Lodging** (To be reimbursed)	# Sharing
B	L	D	Date							
								1		2
								3		4
								5		6
								7		8
								9		10
								11		12
								13		14
								15		16

*Per Diem Rates for Meals & Incidentals:			** Maximum Lodging allowed:		Receipts must be provided for all: Travel Lodging Other Expenses	1. Click "Comment" in upper right corner 2. Under "Annotations" find and click "attach file" 3. Attach receipt by clicking on the receipt #
	Travel Day(75%)	Normal Day				
Dar es Salaam & Arusha	15,000	20,000	Up to 28,000			
Up-Country	11,250	15,000	Up to 20,000			

Other Expenses (ie. bike, tutoring, medicine, etc.)

Date	Description	Receipt #	Amount
		17	
		18	
		19	
		20	
		21	

Other Expenses Sub Total

FOR MEDICAL EXPENSES (Check) Please provide receipts for all medical expenses	FOR TUTORING EXPENSES (Max 20,000 tshs/ month) I certify that I received the amount stated above and have provided Swahili instruction to the Volunteer:	FOR GENERAL EXPENSES Maximum allowed for Bike: 200,000 Tshs One time Maintenance: 50,000 Tshs
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PCV Signature:

Total Amount Claimed:

----- FOR OFFICE USE -----

Authorization Signature:

Authorization Signature:

Medical:

Date:

Programming:

Date:

DMO:

Date: