



*Application for*  
**VEHICULAR TRAVEL REIMBURSEMENT**

KAAN: the Korean American Adoptee Adoptive Family Network

In certain circumstances, KAAN provides partial reimbursement for travel related to KAAN. Mileage reimbursement will be calculated based on current U.S. GAO guidelines, up to the maximum allowed (\$200/person). As of January 1, 2016, the rate is \$0.14/mile for travel in service of charitable organizations.

- Both personal vehicles and rental cars are eligible for mileage reimbursement.
- For persons traveling together in the same vehicle, only one reimbursement form is only allowed per vehicle.
- Tolls or rental car costs are not eligible for reimbursement.

Directions for completing this form:

- Attach directions from Google from your home address to the event site, as documentation of total miles traveled.
- Sign the form; original signatures accepted only.
- Submit electronically or by mail to: [register.KAAN@gmail.com](mailto:register.KAAN@gmail.com).

**REQUIRED INFORMATION**

<b>Name</b> <i>as it should be written on the check</i>		
<b>Street Address</b>		
<b>City/ State/ Zip</b>		
<b>Phone with Area Code</b>		
<b>Email</b>		
<b>Date/s of Travel</b>		
<b># of Miles Driven</b>	<b>x Rate: \$0.14/mile</b>	<b>Total Reimbursement Requested</b>

*I hereby certify that all statements made on this application are true. I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me from reimbursement and eligibility for future requests.*

Your Signature Here: \_\_\_\_\_

**Please submit this completed form to:**  
 KAAN, PO Box 714, Camp Hill, PA 17001  
[register.KAAN@gmail.com](mailto:register.KAAN@gmail.com).

Questions? Contact 717.574.3629/ [info@KAANet.org](mailto:info@KAANet.org).

KAAN is a project of The Foundation for Enhancing Communities, fiscal sponsor. Donations are tax-deductible.