

**2020-2021 Operations Support
Documentation Summary Sheet: Transportation - Mileage**

Agency Name: _____

Agency Number: _____

Grant Reference#: _____

Prepared By: _____

Date: _____

- Complete this sheet for documenting **mileage** costs and attach it to the required documentation.
- **Mid-Year Report** – This form must be returned with required documentation no later than **Dec 31, 2020**.
- **Year-End Report** – This form must be returned with required documentation no later than **June 1, 2021**.
- The eligible time period is **July 1, 2020 through June 30, 2021**.
- Unspent funds must be returned to FeedMore WNY by **June 1, 2021**.

Required Forms of Documentation: Include a log showing dates, destinations, odometer readings, and mileage traveled. The log must be endorsed by the agency supervisor authorizing the expense. Copies of bank-canceled checks or signed receipts must be provided as proof of payment.

| DATE | PAID TO | CHECK # | AMOUNT |
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| TOTAL: | | | |

\$ _____ Total Cost for Transportation – Mileage

Please arrange copies of documents in the order listed above with Summary Form on top and submit to Bonnie Beck, Agency Services Grants Administrator, at FeedMore WNY, 91 Holt Street, Buffalo, NY 14206.