

# Travel Expenditure Summary

Date: [Insert Date]

To: [Charity Organization Name]

From: [Your Name]

Volunteer Position: [Your Volunteer Position]

## Summary of Travel Expenditures

Date	Description	Amount
[Date of Travel]	[Description of Travel]	[Amount Spent]
[Date of Travel]	[Description of Travel]	[Amount Spent]

## Total Expenditure

**Total Amount:** [Total Amount]

## Notes

[Any additional notes or comments]

Thank you for the opportunity to volunteer and contribute to [Charity Name]. I look forward to your acknowledgement of this summary.

Sincerely,

[Your Name]

[Your Contact Information]