

Expense Tracking Form

[illegible]

Instructions:

- Please complete all areas of Expense Tracking Form.
- Please provide receipts for all expenditures.
- **Mood Walks will cover up to \$500, but expenses must be matched by funds provided by your agency.**

Calculating the Value of In-Kind Contributions: Examples

- A local sporting goods store donates T-shirts and water bottles to your group. The cost is the estimated total cash value of the donation.
- Your local conservation area waives entry fees for your group, or provides a training space for your Safe Hiker training free of charge. The cost is the estimated cash value of entry or rental fees.
- Volunteers pre-walk a hike for your group. Volunteer hours are calculated at minimum wage (\$11/hour) unless acting in their professional capacity, which is calculated at a fair market value. The attributed cost is the total cash value of their time.
- A permanent staff member **(other than one of the group's designated leaders)** provides a portion of their time to the project. This person receives a salary equivalent to \$15/hour. The cost is the total cash value of their time.
- **Do not include partner hours as an in-kind contribution! They will be captured separately.**