



**CORK VOLUNTEER SUPPORT
Pre-Approval Form
2023**

Cost in excess of \$ 300 total (round trip) or travel by Air must be pre-approved.

Requests to be submitted to: sail@cork.org – please submit as soon as you become aware of expenses.

Volunteer Name: _____

Address: _____ City: _____

Province: _____ Postal Code/ZIP Code: _____ Country: _____

Phone: _____ E-mail: _____

Details:

Distance Travelled by vehicle: _____ km (total)

Other method of travel (specify): _____

Other Expenses (specify): _____

Reimbursement Requested:

\$ _____

\$ _____

\$ _____

TOTAL \$ _____

Notes re Pre-Approval Request:

Date Submitted

Signature of Volunteer

For Office Use Only.

Assigned Event(s): _____

Assigned Volunteer Position(s): _____

Dates (YYYY-MM-DD); from: _____ to: _____

Review and Approval Process:

Initial:

Date:
(YYYY-MM-DD)

Executive Director / Event Planning Committee Co-Chair Recommendation _____

Event Planning Committee Co-Chair Recommendation _____

Executive Committee Member Approval _____

Executive Committee Member Approval _____

Notification of Volunteer by Executive Director _____