



## TIME and EXPENSE SHEET

**The recording of volunteer hours is critical to Anoka County RSVP.**

### **Tips for completing Time and Expense Sheets:**

- Use an additional Time and Expense sheet for additional hours served at the same volunteer site.
- Use a separate Time and Expense sheet for each separate volunteer site.
- **Signatures are required from the volunteer and the station supervisor.**
- Fill-out the sheet completely, including the date, hours, and any mileage reimbursement request.
- If you have used all 16 lines for a site, attach an additional sheet for more dates at that station. Please sign all sheets.
- Total your hours and miles. Please round to the nearest quarter hour, for example: 2 hours 45 minutes.
- Mail your sheet to RSVP by the quarterly deadline date. (Many site supervisors will mail-in RSVP Time and Expense Sheets after they have been signed.)

### **Mileage Reimbursement:**

- Mileage reimbursement is **an optional benefit** to Anoka County RSVP members.
- Volunteers must be enrolled with the RSVP program and serving at an RSVP partnership station in order to be eligible to receive mileage. Volunteers enrollment date with RSVP is the date when hours can be tracked and mileage entered on the timesheets.
- Mileage reimbursement for 2020 is at the rate of 37.5 cents/mile. Bus fare/Traveler is reimbursed at cost.
- Mileage reimbursement is allowed for RSVP volunteers who serve a minimum of **2 hours** at a volunteer site. The only exception is if a station determines a full shift is less than 2 hours, you can count mileage.
- Allowed mileage is from the volunteer's home, to the site, and back home again, using the most direct route.
- A maximum of **10 miles**/day per site is allowed.
- Mileage reimbursements are mailed to the volunteer on a quarterly basis at the end of the month in which they are due.
- If volunteer station calculates hours – the yellow timesheet still needs to be filled out in its entirety to be reimbursed for mileage.
- Mileage requests submitted to RSVP after the quarter in which they occurred will not be reimbursed.

THANK YOU FOR INSPIRING HOPE IN YOUR COMMUNITY