



# Retired and Senior Volunteer Program Travel Reimbursement Form



**THE VOLUNTEER CENTER**  
of BROWN COUNTY

Return to: Volunteer Center of Brown County  
RSVP Program  
984 Ninth Street  
Green Bay, WI 54304

Volunteer's Name \_\_\_\_\_

Month(s) \_\_\_\_\_ Year \_\_\_\_\_

Date	Number of Hours	Miles or Travel Fee	Site(s) and Job(s)
Totals:			

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_

\_\_\_\_\_  
Site Supervisor(s) Signature(s)

Reimbursement: \_\_\_\_\_

RSVP Approval: \_\_\_\_\_

Program: RSVP

Account #: 8950

# Retired and Senior Volunteer Program Travel Reimbursement Policy

1. Reimbursement will be paid for mileage or travel fees incurred traveling between your home and the volunteer site **only**.
  
2. As of April 1, 2019, the mileage reimbursement rate will be **\$0.20 per mile, up to 150 miles (or \$30.00) maximum per month**. The same monthly maximum (\$30.00) applies to bus, taxi or special transportation fees.
  
3. In order to be reimbursed, the Travel Reimbursement forms **must** include **all** of the following:
  - Volunteer's name
  - Date(s) of volunteer work
  - Name of volunteer site(s)
  - Supervisor's signature for **each** of your volunteer sites
  - Volunteer's signature
  
4. Travel reimbursements will be issued quarterly, based on the schedule below.

<u>Transportation costs for:</u>	<u>Reimbursed after the 15<sup>th</sup> of:</u>
January, February and March .....	April
April, May and June .....	July
July, August and September .....	October
October, November and December .....	January

Submit a Travel Reimbursement form quarterly **at the end of March, June, September and December**.

***Please note:***

- Reimbursement requests that are more than three months old cannot be processed.
  
- Reimbursement requests for less than \$5.00 will be held until more requests are received to bring the total to over \$5.00.
  
- At the end of the year, reimbursement requests must be in the RSVP office **no later** than January 5<sup>th</sup> of the new year.