



Retired and Senior Volunteer Program Travel Reimbursement Form



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. The mileage reimbursement rate is **\$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.

Transportation costs for:	Reimbursed after the 15 th of:
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 5th of the new year.

- Mileage reimbursement may be discontinued at any time (without prior notice) based upon available funding.