



# RSVP TRANSPORTATION REIMBURSEMENT POLICY

**STATEMENT OF POLICY:** The Retired and Senior Volunteer Program is permitted to assist enrolled Senior Volunteers with some expenses of traveling to and from their Volunteer Stations. This assistance is available to all RSVP Volunteers who need assistance and who request reimbursement.

**LIMITS OF REIMBURSEMENT:** In order to assist as many Senior Volunteers as possible, within the constraint of RSVP's budget, the amount of reimbursement is **limited to \$20.00 per month.**

## **MEANS OF TRANSPORTATION:**

- **PRIVATE AUTOMOBILE** drivers will be reimbursed at the rate of .25 cents per mile. They are encouraged to share rides with other RSVP volunteers whenever possible.
- RSVP volunteers may utilize **BUS** and/or **TAXI** service, even though the cost restricts using taxis frequently. **RECEIPT MUST BE OBTAINED FROM THE TAXI OR BUS DRIVER** and included with the reimbursement form in order to obtain reimbursement from RSVP.

## **INSTRUCTIONS FOR REQUESTING REIMBURSEMENTS**

### **1. Each time you travel to or from a Volunteer Station fill in:**

- Date
- Volunteer Station
- **Amount of volunteer time for each service day.**
- Miles traveled – round off, do not use tenth of miles.
- Dollar amount – multiply miles times .25 cents OR attach tax and/or bus receipts.

### **2. At the END of the month:**

- Add miles, amount, taxi, and bus columns and enter the totals for each.
- Fill in RECAP section.
- Sign your name in space provided
- **Have your station supervisor to sign in the space provided to verify your time.**
- Mail completed form to RSVP. A blank form will be mailed to you with the check.