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RSVP Mileage Reimbursement Policy

Mileage Reimbursement Policy

RSVP volunteers may receive assistance with the cost of transportation to and from volunteer assignments and during project activities, including orientation, training, and recognition events.

Reimbursement of RSVP volunteers who drive their own vehicles is based on a cost-per-mile rate of $0.20, with a monthly maximum of $30. Volunteers are reimbursed for actual mileage within the limits of available funds. Reimbursements less than $10.00 will not be issued until a $10.00 minimum is reached. Reimbursement requests must be signed by the volunteer coordinator or the Station Supervisor and submitted at the end of each month. Volunteers cannot be reimbursed in excess of actual costs or on a per capita basis for transporting other volunteers. Reimbursement will be in the form of a gift card(s) and will be dispersed quarterly.

Reimbursement for buses and other modes of public transportation is based on a voucher system. RSVP volunteers certify their actual public transportation costs related to getting to their place of assignment and returning home. Attendance and timesheets will be certified by the Station Supervisors.

Drivers of car pools receive reimbursement for actual mileage based on a cost-per-mile rate. Passengers do not receive reimbursement. Project funds may not be used to reimburse RSVP volunteers for transportation costs incurred while performing their volunteer assignments. RSVP Stations housing these projects are responsible for such costs.

I certify that I meet the requirements and the amount claimed will be submitted monthly on the timesheet. I certify that I possess a valid driver's license and that liability insurance in the minimum amount required by law was in force at the time of this travel.

Drivers Lic. No._____ Insurance Co./Policy No._____

_____ _____
Volunteer Signature Date

_____ _____
Station Supervisor Date

Any questions? Amber Andrews, RSVP Assistant or John Liang, RSVP Program Manager
541-741-6000, ext 147 541-741-6000, ext 159
email: aandrews@unitedwaylane.org email: jliang@unitedwaylane.org

Please return this form to: United Way of Lane County – RSVP
Attn: John Liang or Amber Andrews
3171 Gateway Loop
Springfield, OR 97477

United Way of Lane County