



RSVP
Lead with Experience

TIME AND EXPENSE SHEET
ANOKA COUNTY RSVP
3300 4th Ave. N. – Rum River Building #9
Anoka MN 55303 763-324-1661



Volunteer Name (please print): _____

Volunteer Signature: _____ **Date:** _____

Volunteer Site: _____ **Volunteer Job:** _____

Supervisor's Signature: _____ **Date:** _____

Both your signature and supervisor's must be on this form to receive reimbursement.

DATE	HOURS FROM	TO	NUMBER of HOURS	MILEAGE (optional)
Total:				

Deadline for Timesheets in 2019

1st Quarter
January February March
Due to RSVP by April 5
Reimbursement mailed April 26

2nd Quarter
April May June
Due to RSVP by July 5
Reimbursement mailed July 26

3rd Quarter
July August September
Due to RSVP by Oct. 4
Reimbursement mailed Oct. 25

4th Quarter
October November December
Due to RSVP by January 3
Reimbursement mailed January 31

RSVP OFFICE USE ONLY:
T _____ M _____

RSVP Staff Signature _____

PSU NON -WEB VOUCHER
PE ID # _____
BATCH # _____
VOUCHER # _____
DUE DATE _____

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 2019 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.
- 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