



MAHUBE-OTWA/RSVP Volunteer Tracking

Serving Mahnomen, Hubbard, Becker, Otter Tail, and
Wadena Counties

Phone: 218-847-1385 **Email:** cmcdonough@mahube.org



**AmeriCorps
Seniors**

Volunteer Name: _____

Date:	Project/Station:	Hours:	Mileage

The information above is true and accurate to the best of my knowledge.

Volunteer Signature: _____ **Date:** _____

Station Supervisor Signature: _____ **Date:** _____

MAHUBE-OTWA/RSVP Signature: _____ **Date:** _____

DISCLAIMER: *This material is based upon work supported by AmeriCorps Seniors, under grant 26SREM005. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of the ACS program.*

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1. Volunteers must have a w-9 form on file with MAHUBE-OTWA and are encouraged to complete a direct deposit form.
2. Volunteers must work a minimum of one hour to request travel reimbursement for that day.
3. The mileage reimbursement rate is \$.14 per mile.
4. Mileage is paid to volunteers for the miles from their home to their volunteer site and back home again.
5. Public Transit bus fares can be reimbursed. Put the amount of the bus fare in the space provided for miles on the time sheet.
6. Time sheets requesting reimbursement **must** be signed and dated by the volunteer **and** the station supervisor.
7. Mileage reimbursements are paid monthly and due to MAHUBE-OTWA by the 10th of the month for the month prior.
8. RSVP may deny reimbursement requests that do not conform to this policy.

REIMBURSEMENT MINIMUM/MAXIMUM: MAHUBE-OTWA/RSVP can reimburse volunteers a minimum of \$3.00 and up to a maximum of \$20.00 each month for mileage but may discontinue reimbursement if the budget dictates. Mileage DOES NOT carry over month-to-month.

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