Retired and Senior Volunteer Program
of Muskegon & Oceana Counties
Valid from date approved by RSVP office until 6/30/2015

APPLICATION for
LIMITED MILEAGE REIMBURSEMENT

Eligibility Criteria  Please initial by each item

____ Yes, I am an ACTIVE member of the RSVP – serving a minimum of 2 hours per month.

____ Yes, I have all required membership documents on file at the RSVP office (application, forms, drivers license copy, proof of vehicle insurance, signed job description).

____ Yes, I understand that mileage reimbursement can only be requested to an eligible station location in the community where I live - covering only a direct route (using map quest) from my home to the station site and back.

____ Yes, I agree to complete the service log to document time in, time out, and number of community members I impact daily.

____ Yes, I understand that I must serve a minimum of 2 hours on a day when mileage is being requested.

Attestation Statement:
I understand that in order receive the limited mileage reimbursement provided by the RSVP program follow all requirements of the mileage reimbursement policy and I must:

____ Hold & maintain a valid driver’s license and insurance that meets minimum standards for our state.

____ Daily completion of the volunteer service log (time sheet) documenting daily RSVP service.

I understand that mileage reimbursement is for individuals with limited financial resources. Because proof of financial hardship is not requires, I attest to the fact that the cost of transportation would prevent me from volunteering as a member of the RSVP – making me eligible for limited mileage reimbursement.

Volunteer Name (Printed)  Signature  Date

For RSVP Office Use Only — Annual Required Documentation

____ Signed & completed application and all volunteer information form

____ Copy of driver’s License/State ID/Birth Certificate

____ Copy of vehicle Insurance

____ Completed mileage reimbursement application

____ Allowable distance calculation (map quest)

Date Received:

Received By:

Approved: YES / NO

Notes:
LIMITED MILEAGE REIMBURSEMENT POLICY

Purpose of the Limited Mileage Reimbursement:

Mileage reimbursement is for individuals with limited financial resources, and the cost of transportation would prevent them from volunteering as a member of the RSVP. The RSVP program does not require proof of financial need; however, members are required to submit a mileage reimbursement application attesting to their financial need.

The limited reimbursement only covers allowable mileage to and from approved RSVP station locations. Mileage reimbursement is not guaranteed, and is based on quarterly funding availability.

The RSVP office MUST HAVE YOUR VOLUNTEER SERVICE HOUR LOG on file for the month you are requesting mileage.

Reimbursement Payment Schedule: Reimbursement checks are only processed quarterly

<table>
<thead>
<tr>
<th>Month</th>
<th>Due Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>July Form</td>
<td>Due by Aug. 10th</td>
<td>Quarter 1 Reimbursement Checks mailed by: November 25th</td>
</tr>
<tr>
<td>August Form</td>
<td>Due by Sept. 10th</td>
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<tr>
<td>September Form</td>
<td>Due by Oct. 10th</td>
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<tr>
<td>October Form</td>
<td>Due by Nov. 10th</td>
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<td>November Form</td>
<td>Due by Dec. 10th</td>
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<tr>
<td>December Form</td>
<td>Due by Jan. 10th</td>
<td>Quarter 2 Reimbursement Checks mailed by February 25th</td>
</tr>
<tr>
<td>January Form</td>
<td>Due by Feb. 10th</td>
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<tr>
<td>February Form</td>
<td>Due by March 10th</td>
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<tr>
<td>March Form</td>
<td>Due by April 10th</td>
<td>Quarter 3 Reimbursement Checks mailed by May 25th</td>
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<tr>
<td>April Form</td>
<td>Due by May 10th</td>
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<tr>
<td>May Form</td>
<td>Due by June 10th</td>
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<tr>
<td>June Form</td>
<td>Due by July 10th</td>
<td>Quarter 4 Reimbursement Checks mailed by July 25th (note: July 1st is new fiscal year)</td>
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</tbody>
</table>

ELIGIBILITY:

1. For ACTIVE RSVP members who could not otherwise volunteer if not for the limited quarterly reimbursement, and who meet the following requirements:
   a. Have all required membership documents on file in the RSVP office (signed application forms, copy of driver’s license, copy of vehicle insurance, signed RSVP job description) and have a valid driver’s license.
   b. Submit a completed Mileage Reimbursement Request Application.
   c. Complete an in-person meeting to determine the allowable distance for reimbursement.
   
      Note: Only covers travel within the RSVP program service area

2. Costs incurred for mileage from home to station and back home ONLY.
3. Mileage reimbursement is set at **.20 per mile**, and limited to $20.00 per month.
4. For each day mileage reimbursement is requested, minimum of two hours volunteer time is required to receive reimbursement.

RSVP WILL NOT REIMBURSE:

1. If we are missing your completed RSVP member service log for the month you are requesting mileage.
2. If the reimbursement form is not signed by station manager and volunteer.
3. If the form is received in RSVP office after the due date (the 10th of the month) for miles incurred during the previous month.
4. If you are requesting mileage driven for the station site (errands, etc.), or for a day when less than 2 hours of volunteer service were performed.
   
      ✗ If a volunteer is found to be receiving mileage from the station location in addition to the RSVP program, the volunteer will no longer be eligible for mileage reimbursement through the RSVP program.

Note: According to IRS guidelines, the limited mileage reimbursement through the RSVP program does not need to be counted as income for your taxes. More information can be found at [http://irs.gov/publications/p17/ch05.html](http://irs.gov/publications/p17/ch05.html).