

TRAVEL VOUCHERS ARE DUE ON A MONTHLY BASIS. RECORD FROM BEGINNING TO END OF MONTH.
TRAVEL VOUCHERS WILL BE PAID ON A FIRST COME/FIRST SERVE BASIS UNTIL FUNDS ARE DEPLETED.
 Fiscal Year 2010 begins 9/30/09 and ends 9/29/10

VOLUNTEER NAME:		Volunteer Work Site(s):		RSVP TRAVEL / TIME VOUCHER			
ADDRESS:				APPR.# 162L-5379L-54005			
CITY/ST/ ZIP:				COMMUNITY AND RECREATION PROGRAMS			
Date	In the space below please indicate the place and city where you volunteered at that date	Volunteer Position Description(s)	Site provided Meal	Total Hours	Job Time		Miles Claimed
					START	STOP	
	Home to & Home		YES/NO				
	Home to & Home						
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	Home to & Home						
VOLUNTEER SIGNATURE:			Date:	Total Vol. Hours	Total Miles		
					Per Mile \$ 0.16		
<p><i>Pursuant to Section 112.061 (3) (a), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the above travel was on official business and was performed for the purpose(s) stated above.</i></p>					Total Amount \$		
Authorized Station Signature:					NOTICE		
OFFICIAL USE - <u>RSVP STAFF ONLY</u> - NOT FOR STATION SIGNATURES					We cannot process your mileage reimbursement unless you have claimed a minimum of 32 miles.		
RSVP Director Signature:							
Operations Manager Support Services:					Date:		

Helpful Hints for Completing RSVP Travel Vouchers: Effective 1/03/06

1. All travel vouchers must be completed using an **ink pen**.
2. Do not use "white out". Do not erase. To make a correction, draw a line through any incorrect information, write the correction, then initial the error.
3. In order to provide this partial mileage reimbursement to as many volunteers as possible, while at the same time maximizing the use of grant travel dollars, **a minimum of three (3) hours of volunteer service is required per day** to be considered for reimbursement. Current maximum reimbursement is **\$200 per volunteer per grant year** (Sept. 30-Sept. 29). *Please note: The minimum hours, maximum yearly reimbursement, and possible seasonal adjustment reimbursement rate may fluctuate according to the current balance of grant travel dollars.*
4. In the **Volunteer Work Sites** line(s), you may list one or more volunteer sites. If your volunteering requires more than one travel voucher for a month, please **use a separate voucher for each site**.
5. An **Authorized Station Signature is required for each site** if you are seeking partial mileage reimbursement for that site.
6. **Only travel within Citrus County** may be considered for reimbursement. Please indicate "to/from county line" if applicable.
7. On the "Home to.... & Home" line, indicate **the place and city where you volunteered**.
8. Remember to sign in the "**Volunteer Signature**" space.

Special notes:

- **Travel vouchers must be original documents.** No copies or faxes will be processed.
- Partial mileage reimbursement is only available **from your home to your volunteer site and from your volunteer site directly back to your home**, per the RSVP Operations Handbook. Mileage incurred during your volunteer shift is not eligible for reimbursement due to grant policy.
- If travel does not total at least **32** miles during one month, you may wait until the next month to submit a travel voucher so that your request will meet the \$5 minimum required for processing.

Please submit your vouchers in a timely manner. Call NCVS at 527-5953 or visit our office if you need help to complete your travel voucher or if we can be of further assistance to you.

Helpful Hints for Completing the NCVS Time Sheet

Who should use the NCVS time sheet?

1. If you are 55 or older, and do not request partial mileage reimbursement through RSVP.
2. If you are 54 or younger.

Why should I report my volunteer community service hours?

1. Join hundreds of volunteers in celebrating individual and group accomplishments.
2. Receive an invitation to NCVS's annual Volunteer Recognition Luncheon.
3. Remain on NCVS mailing list for quarterly newsletter, which showcases volunteers at over 100 sites, advertises current volunteer position vacancies, and encourages fellow volunteers.
4. Our address is: Nature Coast Volunteer Center
2804 W. Marc Knighton Court, Key #4
Lecanto, FL 34461-8334

Who can I call for assistance?

Call NCVS at 527-5953, 5950—or visit our office between 8 a.m. and 5 p.m. weekdays—to request help with completing time sheets or to request additional time sheets.