

Fiscal Yr. 2019-2020

RSVP TRAVEL VOUCHERS ARE DUE ON A MONTHLY BASIS. RECORD FROM BEGINNING TO END OF MONTH.
 RSVP TRAVEL VOUCHERS WILL BE PAID ON A FIRST COME/FIRST COMPLETE/FIRST SERVE BASIS UNTIL FUNDS ARE DEPLETED.

Nature Coast Volunteer Center
 2804 W. Marc Knighton Ct., Key #4
 Lecanto, FL 34461

Fiscal Year 2019/2020 begins 7/1/19 and ends 06/30/20

VOLUNTEER NAME:		Volunteer Work Site(s):			RSVP TRAVEL / TIME VOUCHER		
ADDRESS:					Community Services		
CITY/ST/ ZIP:					Support Services		
					APPR.# 162W-5379W-54005		
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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VOLUNTEER SIGNATURE:		Date:	Vendor #	Total Vol. Hours	Total Miles		
					Per Mile \$ 0.16		
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.					Total Amount \$		
Authorized Station Signature:		Date:			NOTICE We cannot process your mileage reimbursement unless you have claimed a minimum of 32 miles.		
OFFICIAL USE - COUNTY STAFF ONLY - NOT FOR STATION SIGNATURES							
RSVP Staff Signature:		Date:					
Division Director Signature:		Date:					

Helpful Hints for Completing RSVP Travel Vouchers:

1. RSVP Travel vouchers must be **original** documents. No copies or faxes will be processed.
2. All RSVP travel vouchers must be completed using a **blue ink pen**. (No pencil or markers)
3. Remember to sign in the "Volunteer Signature" space, and have an "Authorized Signature" from the station.
4. Do not use "white out". To make a correction, draw a line through any incorrect information, write the correction, then initial the error. Please do not use ditto marks in the miles column.
5. 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, the maximum reimbursement is **\$200 per volunteer per grant year** (July 1– June 30). *Please note: The maximum yearly reimbursement, and possible seasonal adjustment reimbursement rate may fluctuate according to the current balance of grant travel dollars.*
6. **Only travel within Citrus County** may be considered for reimbursement. If applicable, indicate "to/from county line".
7. On the "Home to.... & Home" line, indicate **the address, place or station where you volunteered**.
8. 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.
9. 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 RSVP travel vouchers in a timely manner.

Call 352-527-5959 or visit our office if you need help to complete your travel voucher or if we can be of further assistance to you.