

Timesheet Instructions to Volunteers and Supervisors

Below are steps you can take to help us process your timesheet as quickly and efficiently as possible.

1. **Signed** by **you** (the volunteer) and your **volunteer supervisor**. *Without these signatures, we cannot process your request for mileage reimbursement.*
2. Timesheets are **due** in the RSVP office by the **5th of the following month**. *For example, October timesheets are due by November 5th.*
3. If you **are not requesting mileage reimbursement**, you can report your hours by: **Mailing** your time sheet to our office, **calling** us at 442-3711, faxing to 442-3714, or **E-mailing** to volunteer@a1aa.org.
4. **Check the appropriate box** at the top right hand of the timesheet indicating **whether or not** you wish to receive mileage reimbursement. Bus and Dial-A-Ride tickets are also reimbursable. You will receive your reimbursement check when expenses reach \$10. Mileage reimbursement is for travel to and from your home to your volunteer site only. *We cannot reimburse you for travel cost incurred as part of your volunteer position/activities.*
5. If you are requesting reimbursement, you **must enter the number of hours and the number of miles** (or bus or Dial-a-Ride fare) **for each day you volunteer**. *We can no longer accept timesheets that indicate the same number of hours and miles by use of “ “ marks or a line.*
6. Please **include the name of the agency** you are volunteering for.
7. Our RSVP grant is based on a fiscal year of July 1 to June 30. To ensure that we are able to reimburse you for eligible travel, we **must receive all timesheets prior to July 31** for the prior fiscal year. For example, we must receive your timesheets requesting reimbursement for the fiscal year July 1, 2007 to June 30, 2008 prior to July 31, 2008. Beginning August 1, 2008, we will not be able to reimburse you for mileage requests for months prior to July 1, 2008.

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