



Volunteer Center of the Redwoods & RSVP RSVP MEMBER TIMESHEET

Humboldt County: 434 7th St • Eureka, CA 95501 • (707) 442-3711
Del Norte County: 1765 Northcrest Drive • Crescent City, CA 95531 • (707) 464-7876

Please have your supervisor sign this report and return to RSVP by the **5th day of the next month**.
Please print, in ink: **One timesheet per month**.

Name: _____

Month _____ 20_____ Mileage Reimbursement? Yes No

Date	Number of Hours	# Miles/bus fare/Dial-a-Ride	Please group hours according to volunteer site:
			1. Agency Name:
Total:			
			2. Agency Name:
Total:			
			3. Agency Name:
Total:			
Office use only:			See reverse for timesheet instructions.

X _____
Volunteer signature, in ink

X _____
Supervisor signature, in ink

Office use only:	GL	PROG	MILES	RATE	TOTAL	CAP	VCOR INITIALS
	5681	150		.22		\$25.00	
APV _____ - _____							
CDV _____ - _____							

Timesheet Instructions for Volunteers and Supervisors

1. Timesheets requesting mileage reimbursement must be completed in ink, with original signatures of the volunteer and the volunteer supervisor.
Attn:
2. 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 the volunteer site)
3. When requesting reimbursement, please write in the number of hours and the number of miles traveled (or bus or Dial-a-Ride fare) for each day you volunteer. *Please do not use "ditto" marks or an arrow to indicate the same number of hours or miles over multiple days.*
Attn:
4. Please include the name of each agency for which you volunteer, not the volunteer activity.
5. If not requesting mileage reimbursement, hours can be reported by mailing, faxing or emailing the RSVP Volunteer Roster form to:

Humboldt County Volunteers: 434 7th St Eureka, CA 95501 Tel: (707) 442-3711 Fax: (707) 442-3714	Del Norte County Volunteers: 1765 Northcrest Drive Crescent City, CA 95531 Tel: (707) 464-7876 Fax: (707) 464-7877
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Our RSVP funding has a grant year of April 1 to March 31. To ensure reimbursement for eligible travel, **timesheets must be received by April 20 for the prior fiscal year.** There is a second fiscal deadline on June 30. **June timesheets must be received by July 15th in order for reimbursement to be issued.**

Mileage Calculation

Mileage should be based on verifiable distances from any reliable internet resource (Mapquest, AAA, etc.). Program staff has the right to request this information from drivers if any discrepancies are perceived.