



Volunteers *Make Communities Great!*

Timesheet & Mileage/Meal Reimbursement

RSVP of SI

Volunteer Name (Print): _____ Month: _____ 20__

Mailing Address: _____ City/Zip: _____

Station Name: _____ Is the auto insurance on file, current? Yes ___ No ___

Day of Month	Volunteer Station	# of Hours	Start Odometer	End Odometer	Miles	Meal Cost	
1							Enter actual start and end figures from your vehicle's odometer for each trip.
2							
3							
4							Enter MP if a meal was provided while serving, BB if you brought a brownbag meal or the actual expense if you paid for a meal and request reimbursement. Leave blank if no meal is received. Meals will be reimbursed consistent with sponsor policy.
5							
6							
7							
8							
9							
10							IMPORTANT Please obtain your volunteer station supervisor's original signature before submitting!
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

Day of Month	Volunteer Station	# of Hours	Start Odometer	End Odometer	Miles	Meal Cost	<i>For Office Use Only:</i> Mileage Reimbursement _____ miles x _____ per mile = \$ _____ total amount
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
TOTAL							

VOLUNTEER: By signing below, I certify that this statement and the amount claimed are true, correct and complete to the best of my knowledge. I certify that I possessed a valid driver's license and that liability insurance in the minimum amount required by law was in force at the time of this travel. STATION SUPERVISOR: By signing below, I certify that to the best of my knowledge this claim is correct and true.

Return to the RSVP of SI office by the 10th of the following month

Volunteer Signature Date

Station Supervisor Signature Date

RSVP of SI Project Director or Coordinator Date

Please return to the RSVP of SI office by the 10th of the following month:

RSVP of SI
200 E Plaza Dr
Carterville, IL 62918

Email: RSVP@egyptianaaa.org
Telephone: (618) 985-8311 or 1-888-895-3308
Fax: (618) 985-8315