

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.