Fiscal Yr. 2018-2019

RSVP TRAVEL VOUCHERS ARE DUE ON A MONTHLY BASIS. RECORD FROM BEGINNING TO END OF MONTH. Lecanto, FL 34461 RSVP TRAVEL VOUCHERS WILL BE PAID ON A FIRST COME/FIRST COMPLETE/FIRST SERVE BASIS UNTIL FUNDS ARE DEPLETED.

Fiscal Year 2018/2019 begins 7/1/18 and ends 06/30/19

VOLUNTEE	ER NAME:		Volunteer Work Site(s):			RSVP TRAVEL / TIME VOUCHER			
ADDRESS: CITY/ST/ ZIP:							nity Service	es	
							Services # 162V-5	379V-540	005
Date In the space below please indicate the place			Volunteer Site provided			Total	Job Time		Miles
Date		volunteered at that date	Posi	tion Description(s)	Meal Meal	Hours	START	STOP	Claimed
	Home to	& Home			YES/NO				
	Home to	& Home							
	Home to	& Home							
	Home to	& Home							
	Home to	& Home							
	Home to	& Home							
	Home to	& Home							
	Home to	& Home							
	Home to	& Home							
	Home to	& Home							
	Home to	& Home							
	Home to	& Home							
	Home to	& Home							
	Home to	& Home							
	Home to	& Home							
VOLUNTEER SIGNATURE:		Date:	Vendor #	Total Vol.		Total Miles			
Pursuant to Section 112.061 (3) (a), Florida Statues, I hereby certify or afi				e best of my knowledge the ab	Hours	on official	Per Mile Total Amo	\$ unt \$	0.16
business and was performed for the purpose(s) stated above.							Total Allio	uii	
A 4	Ctation Cinnatum			Date					
	Station Signature:	FF ONLY - NOT FOR STATI	Date: ON SIGNATURES				NOTICE		
			Date:				We cannot process your mileage		
RSVP Staff	Signature.		Date.				reimbursement unless you have		
Division Dir	ootor Cianot						claimed a minimum of <u>32</u> miles.		
Division Dir	ector 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 <u>must</u> 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.