

KING COUNTY RETIRED AND SENIOR VOLUNTEER PROGRAM

GUIDELINES FOR REIMBURSEMENT

RSVP WILL REIMBURSE (for those who could not otherwise volunteer)

1. Costs incurred by registered/reporting RSVP volunteers for mileage from home to station and back home ONLY.
2. Additional mileage incurred for providing transportation for another registered RSVP volunteer who reports hours for the same date and location.
3. Up to 20 miles round trip per day and up to 150 miles per month.
4. Actual bus fare or senior van fare (to \$15 per month).
5. The cost of a senior bus pass for volunteers over 65 who use public transportation.
6. A minimum of two hours volunteer time is required to receive reimbursement.
7. The amount of reimbursement per mile is variable based on the total number of miles requested by volunteers in any given month.

RSVP WILL NOT REIMBURSE:

1. If time report is not signed by station manager and volunteer and the yes box on the report is not checked.
2. If station report is not received in RSVP office by the due date (the 1st of the month) for miles incurred during the previous month.
3. For errands directed by station.
4. For grocery shopping or medical appointments.
5. For transporting other seniors (other than RSVP volunteers).
6. For trips out of King County.
7. For less than 10 miles per month.
8. For entertainers where payment for mileage or entertaining is received by volunteers.

KING COUNTY RSVP VOLUNTEER MILEAGE REIMBURSEMENT POLICY

It is the policy of the King County RSVP to provide mileage reimbursement to its volunteers using the following formula:

1. A fixed amount of funding for mileage reimbursement is established at the beginning of each year. This set figure is then divided by 12 to determine how much will be spent each month.

FOR EXAMPLE:

\$24,000 for mileage reimbursement for the year divided by 12 months = \$2,000 per month.

2. To determine the cents-per-mile rate, the amount of reimbursement funding set aside for each month (in our example, \$2,000) is divided by the total number of approved miles driven by volunteers in each month, after bus fare and pass requests are deducted from the total dollars available for the month.

FOR EXAMPLE:

\$300.00 for bus fares is subtracted from \$2,000. The remaining \$1,700 is divided by 10,000 (the number of volunteer miles for the month). = \$ 0.17 reimbursement per mile.

3. The cents-per-mile rate will fluctuate each month, determined by the number of volunteer bus fares and miles requested in a month. However, the amount spent each month on mileage reimbursement will remain the same.
4. This formula enables RSVP to know in advance how much we intend to spend on mileage reimbursement. As a result, the director can build a predictable, stable budget.
5. RSVP can, of course, increase the amount of money spent on mileage reimbursement per month if funding permits.