

INSTRUCTIONS

Volunteer Mileage Report

1. Fill in the month and year in the upper right-hand corner of the form.
2. For each day that you volunteer and use your personal vehicle in the conduct of your volunteer service record your mileage.
3. Refer to the Reimbursement Guide for complete instructions and examples of appropriate documentation.
4. Multiply the total miles by the per mile rate to calculate the amount of your mileage reimbursement.
5. Transcribe your work-site parking total from the Volunteer Time & Expense Report.
6. Attach any receipts for off-site parking and note the total amount.
7. Add the amounts of your mileage reimbursement, work-site and off-site parking to determine your total reimbursement and note it on the "Grand Total" line.
8. Print your name and position on the indicated lines.
9. Sign your name with the date on the indicated lines.

Volunteer Services Accounts Payable Form

1. Complete the Date, Vendor Name, Vendor Address and Social Security Number sections on the Volunteer Services Accounts Payable form (RCW 197VS).
2. Transcribe the monthly total for the meal allowance in the "Amount" box on line 1.
3. Add the monthly total for parking/bus to mileage total on the Volunteer Services Mileage Report and note the total in the "Amount" box on line 2 on the Volunteer Services Accounts Payable form.
4. Add lines 1 and 2 and note their total in the "Total" box.
5. Sign the form as the "Preparer"
6. Attach the Volunteer Time & Expense Report and the Volunteer Services Mileage Report to the Volunteer Services Accounts Payable form.
7. Return your completed forms to: Volunteer Services
160 E Kellogg Blvd #9800
St. Paul, MN 55101
Fax: 651-266-4439
Email: Volunteer@co.ramsey.mn.us
8. You will receive a check for your reimbursable expenses, please allow up to 8 weeks for processing.
9. Reimbursements must be submitted within 2 months of the occurrence or be forfeited.