

# Volunteer Services Time & Expense Report

Month/Year: \_\_\_\_\_

Date	Time In	Time Out	Bus/Train/East Bldg Parking
1			\$5.00
2			\$5.00
3			\$5.00
4			\$5.00
5			\$5.00
6			\$5.00
7			\$5.00
8			\$5.00
9			\$5.00
10			\$5.00
11			\$5.00
12			\$5.00
13			\$5.00
14			\$5.00
15			\$5.00
16			\$5.00
17			\$5.00
18			\$5.00
19			\$5.00
20			\$5.00
21			\$5.00
22			\$5.00
23			\$5.00
24			\$5.00
25			\$5.00
26			\$5.00
27			\$5.00
28			\$5.00
29			\$5.00
30			\$5.00
31			\$5.00
Monthly Totals			

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

## INSTRUCTIONS

### **Volunteer Time & Expense Report**

1. Fill in the month and year in the upper right-hand corner of the form.
2. For each day that you volunteer, note your time in and out.
3. For each day that you are claiming reimbursement for on-site parking at the East Building or transportation by bus/train, check the box to the right of \$5.00 under the "Bus/Train/East Bldg Parking" column. Add this column and note the total at the end of that column in the "Monthly Total" box.
4. Add the hours documented in the "Hours" column and note the total at the end of that column in the "Monthly Total" box.
5. Print your name and position on the indicated lines.
6. 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. 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 the Volunteer Services Accounts Payable form.
3. Sign the form as the "Preparer"
4. Attach the Volunteer Time & Expense Report and the Volunteer Services Mileage Report to the Volunteer Services Accounts Payable form.
5. 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
6. You will receive a check for your reimbursable expenses in approximately up to 8 weeks.
7. Reimbursements must be submitted within 2 months of the occurrence or be forfeited.