



RSVP Reimbursement Policy and Procedures

RSVP volunteers are eligible for limited reimbursement for transportation and Excess Auto Insurance at no cost to and from the volunteer station within certain guidelines.

Reimbursement Limits

Mileage: up to \$15.00 per month

Bus: up to \$20.00 per month with receipts. The average bus pass costs \$12.00.
(Annual Semi-Annual and quarterly passes will be pro-rated and paid monthly)

Sunvan: up to \$20.00 per month with receipts

**Two volunteers from the same household who travel in the same car to volunteer at the same site are only eligible for payment of up to five round trips per month per driver. Examples:

· Five round trips to the same site: one driver will receive payment for five round trips.

· Eight round trips to the same site: one driver will receive payment for five round trips; the second driver will receive payment for three round trips.

Eligibility Requirements

Mileage:

** RSVP volunteer must possess a valid NM Driver's License or Government ID. An updated copy of either one must be in **volunteer's file at all times.**

** RSVP volunteer must maintain **current updated** automobile liability insurance coverage and a copy of Proof of Insurance document must be in **volunteer's file at all times.**

** RSVP volunteer must work at least 2 hours on each date that reimbursement is requested

** Location of the volunteer site must be reported on the volunteer timesheet. Round trip distance will be calculated by RSVP using a global positioning service such as Google Maps.

Bus or Sunvan:

** Please attach bus or van fare receipts to your timesheet. Receipts must have date imprint.

** RSVP volunteer must work at least 2 hours on each date that reimbursement is requested

Procedure:

Please report all reimbursement information on your timesheet in a timely manner. Time sheets more than over 2 months old, or from a previous fiscal year are not eligible for payment of reimbursements. Be sure to attach all necessary receipts. All reports of hours must be signed by the volunteer station manager. If a volunteer works at more than one site, the signature of each site manager must be on the sheet.

Submit your timesheet to the RSVP office no later than the 5th of each month. Payment will be made by check from the City of Albuquerque.

**Checks will not be issued for less than \$4.00. Time sheets will be held by RSVP until additional sheets are received and the minimum amount is reached, then a check will be issued.

Social Security number is required to create a City of Albuquerque vendor ID number to process checks.

