

How to Report Hours and Mileage to RSVP

Reporting Hours:

- It is very important that hours and mileage be reported monthly as this keeps the volunteer's insurance current.
- Individual timesheets may be reported on-line, mailed or faxed to our office, RSVP 3171 Gateway Loop, Springfield, Oregon 97477, Attn: RSVP Program Manager
- A group listing of individual hours and mileage (if reimbursement is requested) may be reported by you by email, fax or mail.
- ***Online reporting is now available!*** Individual volunteers or Station volunteer coordinators are now able to easily establish secure accounts with passwords to report hours and mileage. Simply go to www.unitedwaylane.org; click the Volunteer Connection tab, click on RSVP and follow the instructions to report hours. Your user name is your first and last name without any spaces, letter case is not recognized. Your *temporary* password is "**volunteer**". The next screen will ask you to assign yourself a permanent user name and permanent password. This will allow you to report hours and mileage to a secure site. The RSVP staff is notified of your report and when we download, the hours are deemed accepted.
- All paper timesheets must be signed by the volunteer and designated Volunteer Coordinator.

Mileage Reimbursement:

- Mileage reimbursement is for travel expenses to and from the volunteer site, currently \$.20/mile up to \$30.00 per month.
- Reimbursements will be in the form of gift cards and dispersed quarterly.
- It is very important that hours and mileage be reported monthly as this keeps the volunteer's insurance current and simplifies our budgeting.
- Volunteers using bus transportation are asked to document the number of round trips, cost per trip and are also reimbursed up to \$30.00 per month.
- Timesheets with mileage reimbursement requests must be received by the 10th of each month for processing. Requests received after the 10th will be processed with the following month's request.
- Reimbursements less than \$10.00 (50 miles) will not be issued until a \$10.00 minimum is reached.

