

Transportation Reimbursement Policy for Retired & Senior Volunteer Program (RSVP)

The monthly RSVP Mileage and Hours Expense Report is available at the Volunteer Center of East Central Wisconsin d/b/a Volunteer Fox Cities and can be mailed or e-mailed to you. If you have questions about this policy, contact RSVP Director Elle Blaney at 920-832-9360 or rsvp@volunteerfoxcities.org.

Who and When

RSVP volunteers with a signed application on file at Volunteer Fox Cities may claim transportation reimbursement for actual miles incurred (or for the cost of public transportation) while traveling to and from volunteering at a local nonprofit agency that has a signed agreement with Volunteer Fox Cities RSVP. (Ask our office for an updated RSVP station list.) Official project activities, including orientation, training and recognition events, qualify for reimbursement.

- Only the RSVP Mileage and Hours Report form or replica will be accepted. The appropriate form must be complete with a **supervisor's signature** and a record of hours served at an RSVP station.
- The RSVP Mileage and Hours Report form is your hours and mileage report sheet. No other form is required.
- RSVP accepts completed forms by the 10th of the following month by mail or in-person. Also, scanned documents can be e-mailed to rsvp@volunteerfoxcities.org. **Volunteer Fox Cities cannot accept mileage submitted after the 10th of the following month, except in cases of station error, Volunteer Fox Cities error, or extreme medical circumstances.**
- Lost or misplaced checks will be reissued only within 12 months of the original check date.

Reimbursement Amounts (Updated March 17, 2025)

The reimbursement rate is \$0.15 per mile, with the following maximum monthly dollar amounts:

- Volunteers who serve 9 or less days in the month can be reimbursed up to a maximum of \$30 in a calendar month for transportation.
- Volunteers who serve 10 days or more in a calendar month can be reimbursed up to a maximum of \$50 in a calendar month for transportation.

The maximum amount applies to reimbursement for public and private transportation.

Beginning February 1, 2026, checks for mileage will not be issued for less than \$5. If your monthly mileage reimbursement is less than \$5 the amount will be rolled over to the next month until the reimbursement amount is \$5 or more.

Volunteer Fox Cities board of directors reserves the right to change this policy at any time or stop reimbursements due to budget constraints.