



1126 N. Monroe
Spokane, WA 99201
(509) 344-7787
rsvp@ymcainw.org

Date: _____
Volunteer Station: _____
Volunteer Number: _____
Approved for Reimbursement: _____
RSVP Staff Initials: _____

Application for Transportation Reimbursement

Name: _____
Mailing Address: _____ City: _____ Zip: _____
Phone: _____ E-mail: _____

What kind(s) of transportation reimbursement are you seeking? Mileage ____ Bus Fare ____ Both ____

Transportation Reimbursement Guidelines

Note: Reimbursement will begin to accrue only after this application has been received by RSVP along with any required supporting documents (Photocopy of Vehicle Insurance for mileage reimbursement).

Mileage: \$0.20/mile, up to \$25.00 per month. Reimbursement will accrue until the amount available totals at least \$5.00 before payment is disbursed.

Bus Fare: \$1.00/day, up to \$25.00 per month. Reimbursement will only be provided for actual days of volunteer service. Reimbursement will not be provided for 31-Day Passes. Reimbursement will accrue until the amount available totals at least \$5.00 before payment is disbursed.

Instructions for Applicants seeking Mileage Reimbursement

You must have a valid Driver's License and the Washington state-required minimum liability insurance. **Please submit a photocopy of your vehicle insurance along with this form to your Volunteer Station supervisor. You can also mail/email proof of insurance to RSVP directly using the contact information listed above.**

Driver's License #: _____ State Issued: _____

By signing below, I acknowledge that I have read and understand the following statements:

- Transportation reimbursement is provided upon request to RSVP volunteers age 55 and older.
- Reimbursement is provided only for miles driven or bus fare between my home and volunteer station.
- RSVP will not reimburse me for miles driven/bus fare while performing duties for my volunteer station.
- In order to receive transportation reimbursement, I must submit my timesheet signed by my volunteer station supervisor to RSVP by the 10th of the month.
- Payment of volunteer transportation reimbursement requests may be prorated according to the number of claims per month and the funding available.

RSVP Volunteer Signature

Volunteer Station Supervisor Signature