

Info Sheet:

RSVP Volunteer Mileage Reimbursement: Select format, request monthly

Select Format: give your preference by completing a 1-time Reimbursement Selection form.

-**You may choose** to have your reimbursement directly deposited into either a checking or savings account. If you prefer, a paper check can be sent to you.

-**Return your completed selection form to your RSVP coordinator:** by mail, scan and email it, text a photo, fax it* or give it to your site coordinator to pass on.

-**Do provide your email address** on the form to receive notification when your funds have been transferred to your account (You do not need to have email to use direct deposit).

Submit Requests Monthly: Your *Hours Report Reimbursement Request* forms are **due by the 10th of each month** following the month of service (or earlier if the 10th falls on a weekend). *For example:* June's forms are due July 10-- which is also the cut-off date for reimbursement requests for the Apr-Jun quarter. If July 10 is a Sat/Sun, forms are due Fri, July 9.

Volunteer mileage reimbursements are distributed quarterly.

RSVP's fiscal quarters are:

- Jan-Mar
- Apr-Jun
- Jul-Sept
- Oct-Dec

Reimbursements are deposited approximately 45 days after a quarter's cut-off date.

If you have questions or concerns, please contact your RSVP coordinator:

- West Metro:** 612-704-6114 dagmar.koch@voamn.org 3333 N 4th St, Minneapolis MN 55412
- East Metro:** 612-704-6116 jkoschak@voamn.org 3333 N 4th St, Minneapolis MN 55412
- East Central MN:** 612-390-5218 mmendyke@voamn.org 38 Union Street N, Mora MN 55051

Note about your privacy guarantee: RSVP-Volunteers of America of Minnesota understands how important privacy and security is to our volunteers. We recognize and respect the personal privacy rights of all our volunteers and will work diligently to safeguard your privacy. We are committed to providing the highest level of security and privacy regarding the collection and use of our volunteers' financial information, and assure you that your financial information will be used solely for direct deposit purposes to the financial institution of your choice.

***FAX:** 888.657.4993