Retired and Senior Volunteer Program
Sponsored by Triton College
2000 Fifth Avenue, River Grove, IL 60171 * (708) 456-0300, Ext. 3835

Volunteer Monthly Timesheet

Volunteer Name: _____ Month: _____ & Year: _____

This timesheet verifies active membership in RSVP, including total hours and station placement. **The volunteer and station supervisor must sign the timesheet at the end of each month.** Submit signed timesheets to the RSVP office (via US mail, hand delivery, fax, or scan/e-mail) **by the fifth** of the following month.

REIMBURSEMENT: Volunteers serve without compensation but upon request, reimbursement for transportation can be issued. To receive reimbursement, complete the right portion of the timesheet below and attach any receipts, if applicable. Incomplete and/or late submission of this form could delay or exclude the volunteer from reimbursement.

Volunteer Station: _____ **Job/Task:** _____

VOLUNTEER SERVICE HOURS	
Date	Total Hours
Total:	

MILEAGE			
Date	Miles Driven	Public Transportation Type	Amount
Total:		Total:	

_____ _____

Volunteer Signature Date Station Supervisor Signature Date

Director Signature: _____*Mario Porras*_____

RSVP Office Use Only:

Hours _____ Reimb. _____ Approved _____ Reviewer_____

Data Entry Date_____ Total Reimb. _____